



King County

Department of Judicial Administration

Barbara Miner

Director and Superior Court Clerk

(206) 296-9300 (206) 296-0100 TTY/TDD

NEW PROBATE CASE FILING PROCEDURES WITH WILL (updated March 2021)

Probates with original will(s) and/or codicil(s) must be delivered or mailed to the clerk for filing. When probating a copy of a will(s) and/or codicil(s), you may deliver or mail to the clerk for filing, or it can be eFiled if clearly marked as a "copy." All eFiled will(s) not marked as "copy" will be rejected. The following is the process:

1. Submit the Petition to Probate via the [clerk's eFiling application](#). The eFiling system will assign a case number and provide the ability to pay the filing fee.
2. Attach a [Probate cover sheet](#) (form #10) to each will(s) and/or codicil(s). Write the decedent's name in the upper left box and the case number assigned at the time of filing. **Clearly indicate** below "Last Will and Testament is attached" if the attached will and/or codicil is an original, certified, exemplified, or plain copy.
3. Drop off or mail the original of will(s) and/or codicil(s) to the clerk's offices in either the King County Courthouse or the Norm Maleng Regional Justice Center. The filing slot for original filings is available to use during regular business hours. If you are unable to locate the original and need to probate a copy you may drop off, mail or eFile the will(s) and/or codicil(s) ONLY if you identify on the Probate cover sheet a copy is attached. Will(s) and/or codicil(s) will be rejected if not identified as a copy.
4. If you filed with the clerk the will(s) and/or codicil(s) verify the will has been added to the document list in the case using the [Clerk's Record's Portal](#). Usually occurs within 48 hours of filing the will.
5. Submit your order(s), oath(s), supporting documents (petition, declarations, copy of death certificate, etc.), and request for letters electronically through the [Ex Parte via the Clerk application](#) once the will has been added to the document list.
6. If a copy of will(s) and/or codicil(s) was eFiled, then you can submit submit your order(s), oath(s), supporting documents (petition, declarations, copy of death certificate, etc.), and request for letters electronically through the [Ex Parte via the Clerk application](#) immediately.

Note: if will(s) and/or codicil(s) have already been filed with the clerk as a "will only" filing, you will probate under the existing case number. Efile the petition under the existing case number selecting "petition \$240" to pay the filing fee. Then you can submit directly to Ex Parte via the Clerk Application as instructed in step #5.

Clerk's Office Locations

King County Courthouse
516 Third Ave, Room E-609
Seattle, WA 98104

Norm Maleng Regional Justice Center
401 Fourth Avenue N, Room 2C
Kent, WA 98032

Seattle:
516 Third Avenue Room E609
Seattle, WA 98104-2386

Regional Justice Center:
401 Fourth Avenue North Room 2C
Kent, WA 98032-4429

Juvenile Division:
1211 East Alder Room 3015
Seattle, WA 98122-5598