



## King County

Department of Judicial Administration

Barbara Miner

Director and Superior Court Clerk

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

# FOREIGN SUBPOENA INSTRUCTION SHEET

In order to issue an out of state subpoena in King County, the Clerk's Office requests the following:

1. Initiate a new civil case by eFiling or sending by mail the subpoena from the trial state and paying the civil filing fee. (See [www.kingcounty.gov/courts/Clerk/FeeInformation.aspx](http://www.kingcounty.gov/courts/Clerk/FeeInformation.aspx) for filing fees.)
2. eFile or send this completed instruction sheet.
3. eFile or send the subpoena(s) to be issued from King County Superior Court, along with \$20 fee for each subpoena (includes one conformed copy) per person or entity to be subpoenaed.

### **eFiling Instructions**

To eFile, please go to [www.kingcounty.gov/courts/clerk](http://www.kingcounty.gov/courts/clerk) and select "Electronic Filing" to establish your eFiling account.

1. Select "Start New Case" from the eFiling home page.
2. From the drop down menu, select "Other Complaints/Petitions."
3. In the case sub-category drop down menu, select "Foreign Subpoena."
4. Select either a "SEA" (Seattle) or "KNT" (Kent) case designation. (See [LCR 82](#) for more information.)
5. Input the case caption from the trial state and click "next."
6. On the "Add Minimum Initiating Documents" screen,
  - a) upload a PDF or TIFF (scanned) copy of the Foreign Subpoena from the trial state
  - b) upload a completed copy of these instructions\* (see "To be completed by filing party below).
7. On the same screen, click "Add Additional Document." Select Subpoena from the drop down menu and upload the Subpoena (in PDF or TIFF format) to be issued. Repeat this process for each person or entity you are requesting to be subpoenaed.
8. When finished, click "next," then "proceed to efile. You may pay by check or credit card, and you will receive a confirmation receipt upon payment.

### **\*Special Note Regarding Filing This Instruction Sheet:**

This instruction sheet is used so that the Clerk knows how to return your subpoena to you. It *will not be* filed into the court file. Therefore, you will receive an email message indicating that this instruction sheet has been "rejected" from the court file. You will not be billed a faulty document fee, nor does this mean your case has been rejected or that your filing fee will be refunded.

**To send documents by mail or to deliver in person, please send, along with your civil filing fee and \$20 fee per subpoena per person or entity to:**

Superior Court Clerk's Office – Seattle Office Attn: Cashiers 516 Third Avenue, Room E609 Seattle, WA 98104	Superior Court Clerk's Office – Kent Office Attn: Cashiers 401 4 <sup>th</sup> Avenue North, Room 2C Kent, WA 98032
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**To be completed by filing party:**

Contact Person \_\_\_\_\_

Contact No. \_\_\_\_\_ Ext \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Return via:**

Pick-up Location:  Seattle or  Kent  \*Messenger  For pick-up notification call:

(     ) \_\_\_\_\_

U.S. Mail

*\*If a messenger service will be picking up the subpoena, please upload a messenger slip in e-filing on the "Add Additional Documents" screen. It will not be filed into the court file. You will receive an email message indicating the messenger slip has been "rejected" from the court file. You will not be billed a faulty document fee, nor does this mean your entire case has been rejected or that your filing fee will be refunded.*

Notes/Comments for the Clerk:  
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**For Clerks' Use Only**

Out Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Mail \_\_\_\_\_ Messenger \_\_\_\_\_

**Pick-Up Notification:**

1st Attempt Date: \_\_\_\_\_ Person notified \_\_\_\_\_ or VM

2<sup>nd</sup> Attempt Date: \_\_\_\_\_ Person notified \_\_\_\_\_ or VM

Pick-up by: \_\_\_\_\_ Date: \_\_\_\_\_