



King County

Department of Judicial Administration

Barbara Miner

Director and Superior Court Clerk

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

Dear Client:

This information is provided to you to help explain your responsibility in working with the Superior Court of King County in handling your legal financial obligations (LFO) for any restitution, court costs or fines you may have.

Please contact us at any time to discuss any aspects of your obligation including, payment plans, change of address or other circumstances we can help you with. We are available **Monday – Friday, 7:00 a.m. - 5:00 p.m. at 206-477-0818.**

IMPORTANT: To help us best work with you, **you must** notify the **LFO** clerk anytime your mailing address changes. Updating your address can be done by phone, mail or online at <http://www.kingcounty.gov/courts/clerk/programs/LFO.aspx>.

PAYING IN-PERSON

You can pay in-person with credit or debit card up to \$500, cash, money order or cashier's check. Sorry, but we **cannot** accept any personal checks.

Make the money order or cashier's check payable to: "King County Clerk"

To pay in-person come **Monday through Friday, 9:00 to 4:30 to either:**
(The Clerk's Office at Juvenile Court is closed 12:15-1:15 pm)

King County Courthouse Clerk's Office – 6 th Floor 516 3 rd . Ave, Room E-609 Seattle, WA 98104	Juvenile Division Clerk's Office – 3 rd Floor 1211 E. Alder St Room 307 Seattle, WA 98122	Maleng Regional Justice Center Clerk's Office – 2 nd Floor 401 4 th Ave. N, Room 2-C Kent, WA 98032
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PAYING BY MAIL

You can pay by mail with money order or cashier's check only. Sorry, but we **cannot** accept any personal checks.

Make the money order or cashier's check payable to: "King County Clerk" and mail your payment to:
King County Courthouse
ATTN: Cashiers
516 3rd. Ave, Room E-609
Seattle, WA 98104

On the front of the money order or cashier's check, print:

1. **Your Name** as it appears on the court order
2. **Each case number** that you are making a payment on
3. **The \$ amount you are paying next to each case number**

If you want a receipt mailed to you, send a self-addressed and stamped envelope with your payment. **Thank you for your attention to this information,** we look forward to helping you best manage your Legal Financial Obligations.