

**KING COUNTY DISTRICT COURT  
KING COUNTY, STATE OF WASHINGTON  
OFFICE OF THE PRESIDING JUDGE**

**GENERAL ADMINISTRATIVE ORDER  
NO: 24-08**

Replaces GAO 19-08, and all previous  
GAO's and policies on this subject

WHERE CIVIL AND SMALL CLAIM CASES ARE  
TO BE HEARD

In 2003, the King County District Court [KCDC] centralized the courthouse locations hearing the majority of the civil cases filed with the Court. Those locations currently are: East Division-Issaquah Courthouse; South Division-Burien Courthouse; and West Division-Seattle Courthouse. Those three locations handle the majority of civil cases filed with the Court. Although litigants may file a civil or small claim case with the KCDC at any of its courthouses, the case may not be heard at the filing location. State law and venue rules determine where the KCDC will hold the trial.

In addition to these civil locations, the Court hears small claim cases throughout the county at the Auburn, Burien, Issaquah, Seattle, Shoreline and Vashon courthouses. KCDC does not accept non-contracting, municipal court impound/tow hearings.

In 2018, the Court is expanding the current program of encouraging small claim litigants to participate in mediation services with the Dispute Resolution Center of King County. Therefore, to allow litigants to take greater advantage of mediation services, at no additional cost, the Court may schedule pretrial hearings for small claim cases. At the pretrial hearing, the litigants will have the opportunity to meet with a trained mediator in an attempt to settle their dispute. If mediation is unsuccessful, the case will be scheduled for a trial before the assigned Court.

IT IS HEREBY ORDERED that effective immediately, the Court may schedule a pretrial hearing for any small claim case. It is anticipated the majority of pretrial hearings will be held at the Court location assigned to hold the trial. However, in the interests of judicial economy, and to encourage the use of mediation services, the Court may schedule a small claim pretrial hearing at a different courthouse within the same division.

IT IS FURTHER ORDERED that GAO's No. 18-01, 03-91, 04-105 and 19-08 are hereby rescinded.

DATED this 6th day of August, 2024



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Rebecca C. Robertson, Chief Presiding Judge  
King County District Court