King County

Department of Adult and Juvenile Detention, Community Corrections Division

Pretrial Assessment and Linkage Services (PALS) Reporting Instructions

Phone (206) 477-0670 Fax (206) 205-0761

Location:
Yesler Building
400 Yesler Way, Room 140
Seattle, WA, 98104

Business Hours:
Monday - Friday, 9:00 – 11:45 am | 12:45 – 3:45 pm

When and how should I report?

When a judge has ordered you to participate in the Pretrial Assessment and Linkage Services (PALS) Program, you **MUST** contact the PALS office by telephone, no later than the date listed on your court order, this is typically the following business day after court. Please call during business hours.

Call the PALS office (206) 477-0670, select option 5) to begin the program admittance process.

If someone does not answer the phone, please leave a voice message with your full name and a phone number where you may be reached.

- Step 1: Schedule a phone intake. You will be assigned to a caseworker who will review your personal information.
- Step 2: During the phone intake, the caseworker will explain the program rules. You will be referred to treatment providers and be given instructions on how to complete a release of personal information, so your progress may be shared with the court.

If you call and are unable to get in touch with staff or a caseworker, **you must leave a voice message stating your first and last name clearly and a phone number to reach you**. Failure to do so, will be considered a failure to report and notification will be sent to the court.