

KING COUNTY SUPERIOR COURT CLERK'S OFFICE

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King County

CLERK'S ALERT

Notice of Upcoming KC Script Portal Outage and New Self-Service Clerk's Papers

The King County Clerk's Office/Department of Judicial Administration will launch a new **Self-Service Clerk's Papers** feature in the KC Script Portal on Monday, June 22, 2026.

The [KC Script Portal](#) will be unavailable from 5:30pm on Thursday, June 18 through 6:00pm on Sunday, June 21. A reminder that Friday, June 19 is a holiday, and the Superior Court will be closed.

About the New Clerk's Papers Self-Service Feature

This new online feature allows parties to designate documents and/or exhibits that need to be transmitted to an appellate court. Key benefits include:

- Parties can designate documents directly in the KC Script Portal, which will automatically calculate page counts and associated costs, allowing immediate online payment.
- Upon payment, prompt access to the Index and available Clerk's Papers Sets.
- Streamlined processing by eliminating manual clerk review of the Designation and invoice steps, resulting in faster transmission to the appellate court.

This alternative self-service option will be available for **Case Types 2, 3, and 4**. Parties may continue to file a Designation in all case types to designate records for transmission to an appellate court as usual.

In preparation for this upcoming change, the Clerk's Office will provide instructions and host a public webinar to assist users in navigating the new feature:

Public Webinar

Wednesday, June 24, 2026

12:15pm – 1:15pm

[Registration Link](#)

System Outage Notice: All online services in the KC Script Portal will be unavailable during the scheduled outage. This includes case searches, e-filing new cases and

documents, e-service, electronic working copies, records requests and submitting proposed orders to the court via Ex Parte via the Clerk and Orders for Review.

Civil protection order submissions will be accepted via email during the system outage: dja.dvpo@kingcounty.gov.

To monitor the status of the KC Script Portal, please visit the Clerk's Office E-Filing Status page: <http://kcscclerkefilingstatus.com/>.



<https://kingcounty.gov/en/dept/dja>