KING COUNTY SUPERIOR COURT CLERK'S OFFICE
CONTACT: Kristina Ralls; kralls@kingcounty.gov
ISSUED BY: Catherine Cornwall, Director and Superior Court Clerk
ISSUE DATE: November 19, 2026
ISSUE NO: 26-023

King County

CLERK'S ALERT

King County Clerk's Office KC Script Unavailable through Friday, November 20, 2026: Family Law Proposed Orders Instructions During Outage

Due to the ongoing KC Script Portal outage, some Family Law proposed orders must be submitted using temporary alternative procedures. The information below explains how to submit documents while the portal is unavailable.

Where should Family Law Orders for Review submissions be submitted?

While the KC Script Portal is unavailable, parties cannot submit orders to the agreed order queue through the portal.

For **Family Law Orders for Review that require attention before November 25, 2026** (*such as Motions to Overset the FL Calendar or agreed/default orders that affect the health and safety of a party*), please follow these instructions:

1. All documents must be filed in person at a clerk's office counter. Parties can file at any location (KCCH, MRJC, or CCFJC) and documents will be routed appropriately.

2. The Filing Party must bring a second copy of any document filed with the clerk's office and have the clerk mark the first page of each document "Received." The marked copy serves as proof that the original documents, all supporting documents, and the proof of service demonstrating that the responding party was served before submission were delivered to the clerk's office.

3. The Filing Party must scan and email a copy of the filed document(s) marked "Received" to:

   - All cases (Kent/Seattle): SEAFLOrders@kingcounty.gov
   - **The subject line of the email must indicate:** "FL Motions for Review > Name of Motion > Case Name > Case Number"

4. All responsive pleadings and supporting materials related to a motion submitted to the FL Queue during the outage must follow the same filing and email procedures described above. This will allow staff to ensure that commissioners have access to all materials received before acting on a motion.

5. Proposed orders related to the motion must be emailed separately to the appropriate FL Staff inbox based on case designation.

    - **The subject of the email containing the proposed order must indicate:** "FL Motions for Review > Proposed Order > Case Name > Case Number."

The second and third steps are necessary because there is a delay of up to 48 hours between a filing being received and the document(s) being available for the judicial officer to view.

**This procedure does not expand the current requirements for filing documents into the Family Law Orders for Review Queue. Orders that would otherwise be presented in person in the Ex Parte Department, or through Ex Parte Via the Clerk should continue to be routed through those avenues.

Please wait to file non-emergent agreed or default orders that would otherwise be submitted through the Family Law Orders for Review Queue, until the portal outage has been resolved.

Important: Judicial officers can still access and sign orders that were submitted before the portal was taken offline on Friday, November 13, 2026. Please **do not resubmit** proposed orders that were successfully submitted before Friday November 13.

Where should proposed orders for the Family Law motion calendars be submitted?

During the outage, email proposed orders for upcoming Family Law motion hearings to:

- All cases (Kent/Seattle): SEAFLOrders@kingcounty.gova
- **The email for proposed orders must include the subject line:** "Hearing Date > FL Motion Calendar > Proposed Order of 'Petitioner' or 'Respondent' > Case Name > Case Number."

Thank you for your patience and cooperation as we work to restore the KC Script Portal. Please continue to monitor future Clerk's Alerts and the King County Clerk's Office's website for updates on the KC Script Portal. Please monitor King County Superior Court's website for updates on temporary instructions.