

## WORKSHOP GENERAL INFORMATION

- **Cost:** \$250.00 per person.
- **When:** Held over two consecutive Fridays in the months of April and September, the workshop is a 2-day course with 5 hours of instruction each day.
  - April 4 & 11, 2025
  - September 19 & 26, 2025
- **Time:** 9:00 am to 3:30 pm, with a 1-hour lunch break.
- **Where:** The workshops will be held via Webinar..
- **Register:** Space in the workshop is limited and enrollment is on a first-come, first-served basis. Provide name, Bar Number (if an attorney), and contact information (telephone number & e-mail) to Kimberly Hamm, Registrar, at [kimberly.hamm@kingcounty.gov](mailto:kimberly.hamm@kingcounty.gov).
- **Payment:** Secure your place in the workshop by paying the \$250 tuition at least 2 weeks in advance. Send your check, payable to: "King County Clerk," c/o Kimberly Hamm, 516 Third Ave, Room E-609, Seattle, WA 98104.
- **Questions:** Please contact Kimberly Hamm, Program Manager, at [kimberly.hamm@kingcounty.gov](mailto:kimberly.hamm@kingcounty.gov).

*"Wish I was encouraged to do this fifteen years ago. Should be mandatory training."*  
Legal staff workshop participant

*This workshop offers an inside view of the Clerk's Office, and also provides insight in Arbitration and Family Court Operations. You learn about how cases are processed cases through the court and how extensively technology is used by the court and litigants. You will also learn about how to use technology in conducting business with the Clerk's Office, and discover time and money saving tips. We hope you will share ideas for improving operations for the Clerk and the Court.*

*The Clerk's Office always benefits from this workshop. Many good ideas come from the course, often leading to procedural changes that simply work better. Attorneys and legal staff get to interact directly with our staff. We hear directly from some of our most important customers. Many of our workshop graduates continue to let us know how we're doing. Such feedback keeps us focused on the type and quality of services we provide.*

Catherine Cornwall, Superior Court Clerk

### CLERK'S OFFICE HOURS

Monday - Friday 8:30 am - 4:30 pm  
Limited services (12:15—1:15 pm)

### OFFICE LOCATIONS

#### **King County Courthouse**

516 Third Ave., Room E-609  
Seattle, WA 98104

#### **Maleng Regional Justice Center**

401 Fourth Ave. N, Room 2-C  
Kent, WA 98032

#### **Clark Children & Family Justice Center**

1211 East Alder, Room 3015  
Seattle, WA 98122

CCFJC closed during lunch 12:15—1:15 pm

### GENERAL INFORMATION (All Locations)

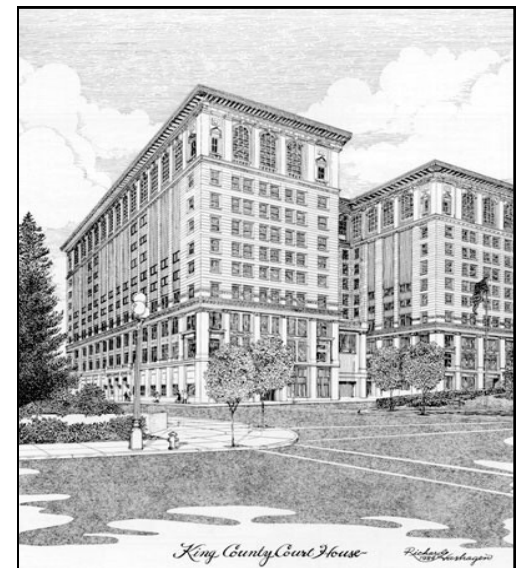
(206) 296-9300

### WEB ADDRESS

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

## Superior Court Clerk's Office 2025 CLE Workshop for Attorneys and Legal Professionals

10 CLE credits for WSBA members



King County Courthouse  
Seattle, Washington

**Catherine Cornwall**  
Director and Superior Court

# CLERK'S OFFICE CLE WORKSHOP COURSE OF INSTRUCTION



## OVERVIEW

The Clerk's Office overview, King County Charter 350.20.20, departmental mission and office organizational overview.

## CLERK'S TECHNOLOGY

Navigate the Clerk's Office Web site. Demonstrations of E-Filing and records access in the KC Script Portal. Review of court rules authorizing E-Filing, E-Service, E-Working Copies and online access to court records. Technology tips to avoid mistakes and processing delays.

## CASE INITIATION & DOCUMENT INTAKE

A behind-the-clerk's-counter look at the document filing and new case initiation processes. Case files: how documents are made part of the electronic court record (ECR), the heart of the Clerk's systems for managing cases, data and documents. Key procedures and rules. Practice tips for case initiation, managing active cases, and use of data from the Clerk's KC Script Portal. Special attention is on sealed record information.

## FINANCE & JUDGMENTS

The Clerk's financial management services, the Registry of the Court, fees and payments. Overview of financial processes, including the Clerk's Trust Fund, disbursements, accounting and cashing. Practice tips cover key statutes, investment accounts and procedures for civil judgments and garnishments. Commitment and release processes for defendants and criminal judgments. Learn how to completely close out a case.

*"Great information! So happy I attended. Will recommend to others."*

Legal staff workshop participant

## COURTROOM SERVICES

The duties of courtroom clerks. How to prepare exhibits. Handling exhibits in court and afterwards. The difference between trial exhibits and file exhibits. Overview of electronic exhibits.

## EX PARTE

Ex Parte Department procedures including practice tips, forms and insights on working with staff and commissioners. Learn the required 'Ex Parte via the Clerk' document submission process.

## CUSTOMER SERVICES

Review customer services provided by the Clerk's Office, including fee-based services and services for those seeking protection orders.

## RECORDS ACCESS

Access and research case records, old and new. Obtaining forms, recorded court proceedings and archived records. Tips regarding designating Clerk's Papers for an appeal.

## ARBITRATION DEPARTMENT

King County's Arbitration Program: history, assignment process and tips, important timelines and information.



## FAMILY COURT OPERATIONS

Services in cases with contested custody/visitation include parenting plan evaluations, mediations, domestic violence and other risk assessments, adoption services and Unified Family Court (UFC).

Visit: [Superior Court Clerk's Office CLE Website](#)



## MATERIALS PROVIDED

A PDF workshop handbook with useful information, examples and customer tips.

## EVALUATION

Conclude each session of the workshop with an online evaluation. Share reactions, criticisms and suggestions. Your comments will help with ongoing improvements to the workshop and the Clerk's Office services.

## EXTRAS AVAILABLE: EXHIBIT ROOM

Arrange an Exhibit Room visit by contacting the Exhibit Room Supervisor.

## OTHER ACTIVITIES AND LOCATIONS

Visit the Clerk's Office at the Maleng Regional Justice Center in Kent or at the Clark Children and Family Justice Center by contacting the Clerk's Office division manager at the site.

*"I have been very impressed with how open and accessible you all are. The level of service you provide is exceptional. Everyone is incredibly experienced and professional."*

Attorney workshop participant