



Mail In Copy Request Form

1) **Tell us about yourself.** Be sure to include the correct address where you want your copies sent and include a valid phone number or e-mail address in case we have questions concerning your request.

Requester Name	
Business Name	
Street Address	
City, State, Zip	
Requester Phone No.	
Requester E-Mail	

2) **Tell us about the record(s) you are requesting.** Please provide as much information as possible.

Case Number			
Full names of Parties Involved (Jon Smith vs. Tiffany Smith)			
Date of Filing			
Document Name (s)	Sub Number	Certified (#)	Plain (#)
1.			
2.			
3.			
4.			
5.			

*Add an additional sheet for more than five documents

3) **The following is required to be mailed with your request:**

1. **Request Form**
2. **A self-addressed stamped envelope that is sufficient to mail your request and cover the postage for your request.**
3. **Deposit**

4) **Fees.** A deposit of \$10.00 is required to begin your request for document copies. ONLY checks drawn on a Washington State bank with the name and address of the payer imprinted on it will be accepted. If you do not have a Washington State bank you may send a Cashier's Check or Money Order in U.S. funds. If your deposit is not sufficient to cover your copy costs an invoice will be sent for the balance. Your documents will be mailed once payment has been made in full. If your total cost is less than \$10.00, the excess will be refunded to you.

If you do not have your case number you may submit an additional \$30.00 for a research fee and the clerk will search for your case number. **You may perform self-search at <https://dja-prd-ecexap1.kingcounty.gov/home>**

Should you have further questions please call 206-477-0691 or email clerksofficecorrespondencedesk@kingcounty.gov.