



Department of Judicial Administration

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 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 Number	
Requester Email	

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

Case Number				
Full names of Parties involved or case caption (Dolly Dover vs Tim Timsy)				
Date of Filing				
Document Name	Sub Number	Number of Plain Copies	Number of Certified Copies	Number of Exemplified Copies

3. What you need to mail with your request:

1. The request form.
2. A \$10 deposit to start your document request.
3. A self-addressed stamped envelope. Make sure you put enough postage on it for the number of pages you are asking for. If none provided, a postage fee will also be applied to your request.

Fee information: You must send a \$10 deposit to start your request. You can pay with a check from a Washington State bank. The check must have your name and address printed on it. Checks can be made out to 'King County Superior Court Clerks.'

King County Courthouse
516 Third Avenue Room E609
Seattle, WA 98104-2386

Maleng Regional Justice Center
401 Fourth Avenue North Room 2C
Kent, WA 98032-4429

Clark Children & Family Justice Center
1211 East Alder Room 3015
Seattle, WA 98122-5598



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If you do not have a Washington State bank, you can send a Cashier's Check or a Money Order in U.S. dollars. If your \$10 deposit does not cover the full cost of copies, the clerk will send you a bill for the remaining amount. Your documents will be mailed after you pay the full cost.

If you do not know your case number, you can send an extra \$30. The clerk will look up your case number for you. You can also look up your case number yourself at this website:

<https://dja-prd-ecexap1.kingcounty.gov/home>

If your request requires a page count (due to age of case) a \$10 non-refundable page count fee is required.

If you have questions, you can call 206-477-0691 or email

desk.Correspondence@kingcounty.gov

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