



Mail in Copy Request Form

Requester's Name	
Business Name	
Mailing Address	
City, State, Zip	
Phone Number	
E-Mail Address	

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

Case Number					
Full names of Parties Involved (Example: John Smith vs. Tiffany Smith)					
Date of Filing of Case					
Document Name(s)	Sub Number	Certified (#)	Plain (#)	Exemplified(#)	
1.					
2.					
3.					
4.					
5.					
<p>*Use an additional form for more than five documents</p> <p>The following is required to be mailed with your request:</p> <ol style="list-style-type: none"> 1. Request Form 2. A self-addressed stamped envelope that is sufficient to mail your request and cover the postage for your request (if applicable) 3. Deposit of minimum of \$10.00 			<p>Delivery Options (check one):</p> <p><input type="checkbox"/> Mail paper copies</p> <p><input type="checkbox"/> Send electronic copies to email address listed above (only available for plain and certified copies)</p>		

Fees. A deposit of a minimum of \$10.00 is required to begin your request for document copies. If hard copies are requested a \$10.00 postage and handling fee will be charged if no self-addressed stamped envelope is provided. Checks drawn only from a financial institution located in Washington State with the name, address of the payer imprinted on it, and made out for an exact amount will be accepted. Checks made out "not to exceed" an amount will not be accepted. If you do not have a Washington State financial institution you may send a Cashier's Check or Money Order in U.S. funds. **Please make check/money order payable to: King County Superior Court Clerk.** If your deposit is not sufficient to cover your copy costs an invoice will be sent for the balance. Your documents will be sent once payment has been made in full. If your total cost is less than your deposit, the excess will be refunded to you less any applicable shipping and handling fees. 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 for you. If you would like more information about how to find your case number and/or order documents online please go to our website: <https://www.kingcounty.gov/courts/clerk/access-records.aspx>.

Seattle:
516 Third Avenue Room E609
Seattle, WA 98104-2386

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

Clark Children and Family Justice Center
1211 East Alder Room 307
Seattle, WA 98122-5598