



King County

Department of Judicial Administration

Catherine Cornwall

Director and Superior Court Clerk

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Last Updated: July 31, 2025

The King County Superior Court Clerk's Office retains court reporter notes for a limited time. The retention periods are listed below:

King County Superior Court Clerk's Office: Court Reporter Notes Retention Periods	
Capital Offense – Death Penalty	Death Penalty Rescinded and commuted to Life in Prison, see Criminal Cases retention
Criminal Cases	Fifteen (15) years after notes received
Civil Cases	Six (6) years after notes received
*Please note that King County and the Washington Secretary of State have the same retention schedule for court reporter notes. Notes are destroyed based on the retention schedule.	

Instructions for Requesting Court Reporter Notes if the court reporter is no longer employed by King County or is unavailable:

1. Fill out and submit the information below to the Superior Court Clerk's Office, Records Access Section, by mail at 516 Third Avenue, Room E609, Seattle, WA 98104 or email to: DJA.CopyCenter@kingcounty.gov, or in person at the King County Courthouse, 6th Floor, Room E609, Seattle. For Kent cases, the Maleng Regional Justice Center, 2nd Floor, Room 2C, Kent, WA 98032. Records Access phone number is (206) 477-0832 for Seattle and (206) 477-3012, Kent location.
2. The name of the court reporter and date of the hearing can be found in the court minutes. Court minutes can be found through the Superior Court Clerk's Office in the KCSCRIPT Portal online.
3. The Clerk's Office will check for the notes in their warehouse – this will take additional time.
4. If the notes are available, the Clerk's Office will contact the Superior Court Operations Supervisor for check-out of the notes, Superior Court will ask staff court reporters if they are able to produce a transcript. You will be contacted by the Superior Court Operations Supervisor regarding status of your request.
5. If the notes are not available, you will be contacted by the Clerk's Office.

Name of King County Case _____

Case Number _____

Date of Hearing _____

Name of Court Reporter _____

Name of Requestor and Contact Information _____

Administrative notes (do not fill)

DJA/Records Access court reporter notes availability ☐ Yes, available to order ☐ No, not available beyond retention, confirmed destruction according to retention schedule. DJA Clerk initials: _____

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