

Instructions for Clerk's Fee Waiver
ECR Online, Ex Parte Presentation and/or Ex Parte Expedited

If you believe that you are unable to afford paying Clerk's fee(s) in your court case, you may request a waiver. In determining whether a fee waiver request is approved, the Clerk will consider your ability to pay based on the submission of a completed and signed Affidavit in Support of Fee Waiver Request.

To complete the Affidavit:

1. Write in the parties names (Plaintiff/Petitioner vs Defendant/Respondent)
2. Add the Case Number
3. Below the case number, check one or more of the types of fee waiver you are requesting
4. Clearly print your name on the line provided
5. Check the box that best supports your eligibility for requesting a fee waiver (See below). Attach your supporting document as required.
6. Sign and date the document.

Fee Waiver Eligibility Verification Requirements:

Benefit Award Letter: You are currently receiving assistance under a needs-based, means-tested assistance program such as the following:

- Federal Temporary Assistance for Needy Families (TANF)
- State-provided general assistance for unemployable individuals (GA-U or GA-X)
- Federal Supplemental Security Income (SSI)
- Federal poverty-related veteran's benefits
- Food Stamp Program (FSP)

Financial Declaration Form: Your family income is less than 125% of the Federal Poverty Standard (see below).

Family Size	1	2	3	4	5	6	7	8	9 or more
Maximum Monthly Income*	\$1,569	\$2,129	\$2,690	\$3,250	\$3,810	\$4,371	\$4,931	\$5,492	Add \$560 for each additional person
Maximum Annual Income*	\$18,825	\$25,550	\$32,275	\$39,000	\$45,725	\$52,450	\$59,175	\$65,900	Add \$6,725 for each additional person

* "Income" means net income received, after taxes and child care costs are deducted.

Court Order Waiving Fees: You have a court order waiving filing fees and surcharges in this case which is valid until the case is close or in family law cases until the current cause of action is resolved.

Return Completed Waiver Request:

In-person to the Clerk's Office Cashiers 8:30 am – 4:30 pm (limited service between 12:15 – 1:15 pm) (address below)

By mail at either location to:

Regional Justice Center
Attn: Clerks Office
401 Fourth Avenue North Room C2
Kent, WA 98032-4429

King County Superior Court
Attn: Clerks Office
516 Third Avenue Room E609
Seattle, WA 98104-2386

If you are unable to come in person or mail your fee waiver request and supporting documentation, please call 206-477-0815 for assistance.