



# King County

Department of Judicial Administration

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*Director and Superior Court Clerk*

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## UNCLAIMED PROPERTY STANDARD FORMS & INSTRUCTIONS

If you receive a letter notifying you of unclaimed funds in the Court's registry, below are the standard instructions to follow to have funds disbursed:

First you will need to complete a Motion to Disburse Funds and file this document with the Superior Court Clerk's Office (this document is not signed by a judge). The purpose of the Motion is to explain to the Court why the funds should be disbursed to you (please include any supporting documentation as well). You can file your Motion to Disburse Funds and supporting documentation by bringing it to the Clerk's Office in person (in either Kent or Seattle), mailing it to our office or you can electronically file it. If you choose to mail it in, please send it to: King County Superior Court Clerk's Office, 516 Third Avenue, Room E-609, Seattle, WA 98104. If you choose to electronically file it, please follow the instructions at <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing/ex-parte-via-the-clerk>.

Next you will need to fill out the Order to Disburse Funds. (This is considered a proposed order since it has not yet been signed by a judge). You will need to send copies of the Motion to Disburse Funds and the unsigned Order to Disburse Funds to the other parties in your case. Once this is completed, you need to fill out the Declaration of Mailing of Motion and Order to Disburse Funds and file this with the Superior Court Clerk's office (this document is not signed by a judge). You can file this document by bringing it to our office in person, mailing it to our office or you can electronically file it.

The other parties in your case have a prescribed number of days to respond to the Court if they oppose your motion and proposed order (see Washington State Courts website and look for Court Rules).

If there is no response within the prescribed number of days, then you can submit the proposed Order to Disburse Funds to our Ex Parte via the Clerk section to have it presented to a judge for signature. When submitting the proposed Order to Disburse, you should also include a copy of the Motion to Disburse Funds and the Declaration of Mailing of Motion of Order to Disburse Funds and any supporting paperwork that you previously filed. You should also include a statement that there was no response from the other parties. Please follow the instructions at <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing/ex-parte-via-the-clerk> to file these documents through Ex Parte via the Clerk. You can also call our Ex Parte via the Clerk section for instructions at 206-477-0848.

If there is a response from the other parties within the prescribed number of days and they oppose your motion, you will have to file a Notice of Hearing to set a hearing before the

Ex Parte Department in the designated area of your case (Seattle or Kent). You will also have to serve notice on the other parties.

If you need copies of any documents that are filed in your case, you can purchase copies through our KC Script Portal at <https://dja-prd-ecexapl.kingcounty.gov/?q=Home>. You can also purchase copies in person at either our Kent or Seattle offices.

If you decide that you want to complete the steps listed above, please make sure to send a written request to hold these funds pending disbursement to the Clerk's Office. We need to receive this written request no later than September 30 or the date that is designated on the notification letter that you received.

If we do not receive a written request to hold the funds, they will be either turned over to the County Treasurer (if restitution) or the Department of Revenue. You can mail the written request to: King County Superior Court Clerk's Office, Attn: Accounting, 516 Third Avenue, Room E-609, Seattle, WA 98104. You can also email your written request to [KCCH.DJAAccounting@kingcounty.gov](mailto:KCCH.DJAAccounting@kingcounty.gov).