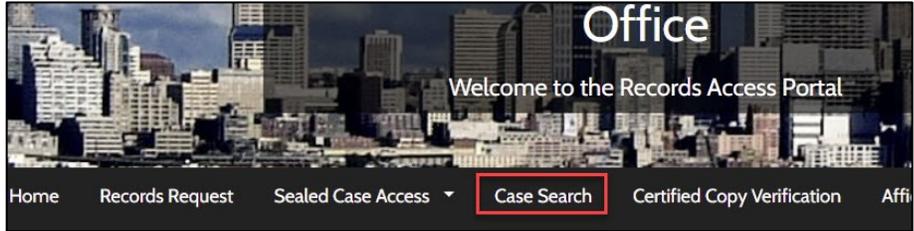
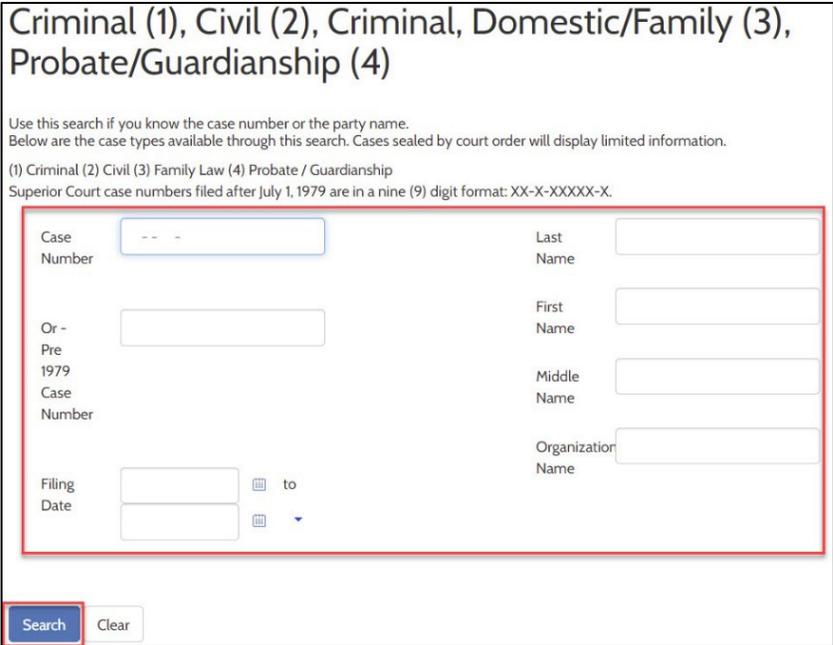




KC SCRIPT PORTAL QUICK START GUIDE: REQUESTING A FEE WAIVER

This quick start guide will show you how to submit a request for a fee waiver on a case.

Note: To do this, you must be logged in to your Portal account.

<p>1. Click on Case Search in the top navigation bar.</p>	
<p>2. Choose the correct case type search.</p>	
<p>3. Enter your case information. Press the Search button.</p>	

4. Click the blue case number **hyperlink**.

Case Number	Filing Date	Case Name	Charge/Cause of Action	Next Hearing	Status
20-2-00000-0000	01/04/2021	WILLIAM G. HARRIS	Domestic Violence		Completed 01/04/2021
Results 1 - 1					

5. Click the **Request Fee Waiver** button.

Domestic Violence - Completed/Re-Completed

Request Access to Sealed Documents **Request Fee Waiver** Purchase/View Court records

Summary Participants Document List Events Judgments

Case Summary

6. Read through the fee waiver information.

Request Fee Waiver

Request Fee Waiver

Fee Waiver Information

Instructions for a Clerk's Fee Waiver King County Superior Court Clerk's Office

The Clerk's Office provides access to some Clerk-related services. If qualified for a fee waiver you will be provided with a 12 month access to specific records without cost.

Services that are covered with a Clerk fee waiver are:

- View/Download documents online for the requested case
- Records Requests
- Ex-parte via the Clerk
- Ex-parte Expedited

Note: certain department policies apply that may limit the number of services provided by Clerk's office free of charge.

When requesting for a fee waiver you must provide the following:

1. Affidavit in Support of Clerk's Fee Waiver Request; and one of the options below:
 - a. Benefit Award Letter (Customer to upload)
 - b. Financial Declaration form
 - c. Identify if there is already a court order in your case that finds you indigent based on your income and financial needs.

7. Select your **reason** for requesting a fee waiver.

Request

Email Address*

To start your Fee Waiver request, please choose one of the following:

Select One*

- I am asking for a Clerk fee waiver and submitting a copy of a valid Benefits Awards letter
- I am asking for a Clerk fee waiver and will be providing the information for Financial Declaration
- I am asking for a Clerk fee waiver and will provide the sub number of the court order finding me indigent based on my income and financial needs

8. Complete the **required fields** and/or upload the required documents.

Personal Information

Mailing Address

Address 1*

Address 2

Zip*

City*

State*

Phone

9. **Type your name** in the box and choose either **Yes** or **No**.

Type full name to be used as a signature*

I agree that the information provided is accurate and true to the best of my knowledge*

No

Yes

10. Click the **Proceed** button.



11. Your request will be reviewed within 1-2 business days. You will be notified via email and **My Messages** of your request status.

