

## King County Superior Court Adult Adoption Finalization Procedure in Response to COVID-19 (Updated April 2022)

All Adult Adoptions must be noted at this time and will be conducted via Zoom. In-person presentation is not permitted.

Adult Adoptions shall be noted using the Ex Parte Notice of Hearing form (form(s) 16 & 17 in the [Forms Directory](#)). Hearings should be set at least 14 days in advance at 1:30 pm.

### Procedure

1. Complete the required forms (Petition for Adoption, Consent To Adoption By Adult, Written Interrogatories and Note for Motion Docket (Make sure you use the correct designated Note for Motion Docket. Each courthouse location has its own).
2. File the originals with the Clerk's office in the superior courthouse where you are filing your motion. Click [HERE](#) for instructions on how to electronically file your documents without having to go to the courthouse.
3. Submit working papers for Judicial Officer (Copies of Note for Motion Docket, Petition for Adoption, Consent to Adoption By Adult, Written Interrogatories, completed [Motion & Order Allowing Clerk to Provide Below Noted Sealed Documents](#), & signed & completed proposed orders: Findings of Fact & Conclusions of Law & Decree of Adoption).
  - a. Parties are strongly encouraged to utilize E-working Copies for submission of working papers, click [HERE](#) for further instructions.
  - b. Parties with a fee waiver may email their working papers to SCEXPORTEORDERS@KINGCOUNTY.GOV.
  - c. Parties can also deliver or mail in hard copy working papers at least 2 days prior to the hearing to the following locations:

**King County Courthouse (Seattle)**  
516 Third Avenue, Suite C-203  
Seattle, WA 98104

**Maleng Regional Justice Center (Kent)**  
401 Fourth Avenue North, 2D  
Kent, WA 98032

4. Contact the court on the day of your hearing at your noted time to conduct the Zoom hearing. Click [here](#) for further instructions.
5. Obtain certified copies of Adoption Decree via the clerk's office in the superior courthouse where you filed your motion or call Records Access at (206) 296-9300.
6. Submit Department of Health documentation
  - a. Provide original completed Data Card to Adoption Services via mail to the above Seattle address, Suite W-280, Attn: Adoption Services, please provide case number.
  - b. Registration of Adoption, Order Form for Birth Certificate and the DOH fees can be submitted directly to the Department of Health along with a certified copy of decree for processing of new birth certificate. \*If the child was born in another

state, please contact the original state of birth to process amended birth certificate request.

If you have any questions, please contact the Adoption Services at (206) 477-1493  or email: [SCAdoptionParalegal@kingcounty.gov](mailto:SCAdoptionParalegal@kingcounty.gov)