

How do I request a copy of my Juvenile Court records?

You can access your Juvenile Court records online (*for cases from November 1, 2004-forward*), in person, or by mail.

To access records online, use the KC Script Portal [Juvenile Offender Cases search](#).

- **Search by case number, filing date, and/or name.**

You do not need case number to search, but if you have a common name, make sure you choose the correct cases when your results appear.

Juvenile Offender Cases

Use this search if you know the juvenile offender case number or party name.
Superior Court case numbers filed after July 1, 1979 are in a nine (9) digit format: XX-X-XXXXXX-X.

Case Number: [] Last Name: smith

Or - Pre 1979 Case Number: [] First Name: john

Filing Date: [] to [] Middle Name: [] Organization Name: []

8eK8
What code is in the image?
8eK8

When your search returns results at the bottom of the page, **click on case number**. Check the dates and names to make sure these are the correct cases you are looking for.

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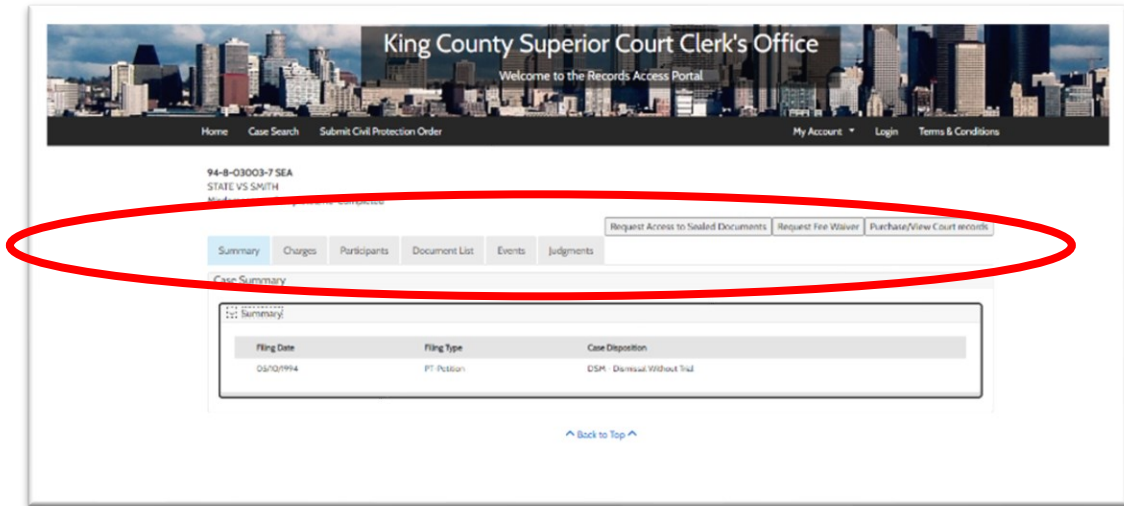
Filing Date: [] to [] Middle Name: [] Organization Name: []

TPEG
What code is in the image?
[]

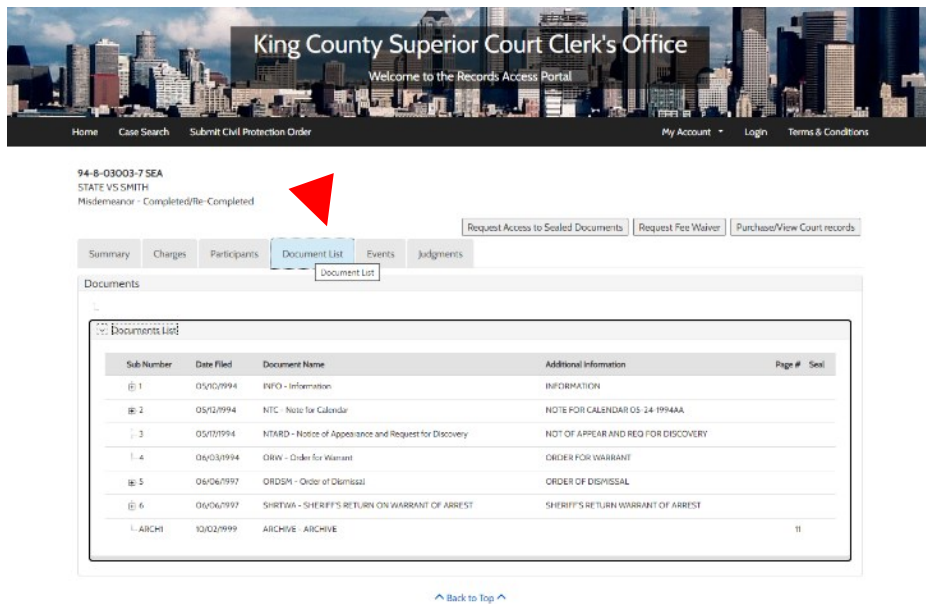
Search Clear

Case Number	Filing Date	Case Name	Charge/Cause of Action	Next Hearing	Status
94-B-03002-7 SEA	06/30/1994	STATE VS SMITH	THEFT-3		Completed 06/06/1997
90-B-04767-1 SEA	08/30/1990	STATE VS SMITH, JOHN EDWIN	THEFT-3		Completed 09/12/1990
89-B-03150-9 SEA	06/14/1989	STATE VS SMITH, JOHN EDWIN	PEDESTRIAN SUBJECT TO TRAFFIC REGS		Completed 06/30/1989
89-B-03183-1 SEA	06/13/1989	STATE VS SMITH, JOHN EDWIN	ASSAULT 4TH DEGREE		Completed 06/30/1989
93-B-00494-4 SEA	01/26/1993	STATE VS SMITH, JOHN HENRY JAMES	CONF SUBJECT VIO A: HPGADELSR/PROS		Completed 03/03/1993
90-B-04537-4 SEA	08/20/1990	STATE VS SMITH, JOHN EDWIN	POSSESS STOLEN PROPERTY 3RD DEG		Completed 09/12/1990

This opens a page showing case number, party names, status of the case, and the type of case. There are also **tabs** that say Summary, Charges, Participants, Document List, Hearings, and Judgements.



The **Document List** tab will show you all available documents for the case.



Above the tabs are buttons: Request Access to Sealed Documents, Request Fee Waiver, and Purchase/Review Court Records.

When you **click on Purchase/View Court records**, you will be asked to **log in OR create a free account**.

Once you create an account, you can choose which records to buy by **clicking the checkbox next to "Subs."**

Records Request (New)

Information

- If you know your case number, use the case search to add documents and recordings to your order.
- If you don't know your case number, you can add a research request to your order and we'll find the records for you.

PLEASE NOTE: Some documents may be immediately available after purchase. Other records such as recordings, archive documents, subpoenas, writs, research requests, and others might take up to 5 business days to be completed. You will be notified via email and through your account once your request is processed. Once submitted, your order status will be available through My Orders.

DOCUMENTS AND HEARINGS	ISSUANCE OF SUBPOENA, WRIT, OR CITATION	CAN'T FIND WHAT YOU'RE LOOKING FOR?
Case Number 94-8-03003-7	Search	Don't know the case number?

Orders for exempt records must be submitted separately from all other orders. When you choose an exempt reason, it will apply to all items in this order.
Is this order for exempt records? [Learn who is exempt for records based on Washington law.](#)

No

[Go to Order](#) Your Order: 0 items

An order cannot exceed 200 items. You may submit multiple orders with up to 200 items each. From My Cart multiple orders can be paid within one transaction.

94-8-03003-7: STATE VS SMITH

DOCUMENTS

Select the subs you want to order. If you want to order sealed documents, please use the [Request Access to Sealed Documents](#) button to request access first.

<input type="checkbox"/>	Sub	Date	Document Name	Additional Information	Seal	Pages
<input type="checkbox"/>	1	05/10/94	Information	INFORMATION		
<input type="checkbox"/>	2	05/12/94	Note for Calendar	NOTE FOR CALENDAR 05-24-1994AA		
<input type="checkbox"/>	3	05/17/94	Notice of Appearance and Request for Discovery	NOT OF APPEAR AND REQ FOR DISCOVERY		
<input type="checkbox"/>	4	06/03/94	Order for Warrant	ORDER FOR WARRANT		
<input type="checkbox"/>	5	06/06/97	Order of Dismissal	ORDER OF DISMISSAL		
<input type="checkbox"/>	6	06/06/97	SHERIFF'S RETURN ON WARRANT OF ARREST	SHERIFF'S RETURN WARRANT OF ARREST		

[Add Selected Documents to Order](#)

Documents cost \$.25 a page.

You can also request a fee waiver by clicking on the **Request Fee Waiver** button on the case page

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

Summary | Charges | Participants | Document List | Events | Judgments

Documents

Sub Number	Date Filed	Document Name	Additional Information	Page #	Seal
1	05/01/1994	INFO - Information	INFORMATION		
2	05/01/1994	NTC - Note for Calendar	NOTE FOR CALENDAR 05-24-1994AA		
3	05/07/1994	NTARD - Notice of Appearance and Request for Discovery	NOT OF APPEAR AND REQ FOR DISCOVERY		
4	06/03/1994	ORW - Order for Warrant	ORDER FOR WARRANT		
5	06/06/1997	ORDSM - Order of Dismissal	ORDER OF DISMISSAL		
6	06/06/1997	SHRTWA - SHERIFF'S RETURN ON WARRANT OF ARREST	SHERIFF'S RETURN WARRANT OF ARREST		
ARCH1	10/02/1999	ARCHIVE - ARCHIVE		11	

The fee waiver form will automatically populate your email address associated with your account and the case number you are requesting a waiver for. **You submit it online.**

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
- E-xparts via the Clerk
- E-xparts 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:

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

Please read the following information regarding proof of eligibility 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 veterans benefits
- Food Stamp Program (FSPI)

Financial Declaration Form: Your family income is less than 125% of the 2023 Federal Poverty Standard (see below).

Family Size	1	2	3	4	5	6	7	8	9 or more
Maximum Monthly Income*	\$1,519	\$2,054	\$2,590	\$3,125	\$3,660	\$4,196	\$4,731	\$5,267	Add \$535 for each additional person
Maximum Annual Income*	\$18,225	\$24,650	\$31,075	\$37,500	\$43,925	\$50,350	\$56,775	\$63,200	Add \$6,425 for each additional person

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

The Clerk's Office will respond to your inquiry within 1-2 business days. You will be notified via email. If approved you will receive further instructions.

Request

Email Address* [Redacted]

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

Affidavit in Support of Clerk's Fee Waiver Request

Case Number: 94-8-03003-7
Plaintiff/Petitioner: State of Washington

GET HELP WITH RECORDS ACCESS

Visit the Superior Court Clerk's Office for more information about accessing your records in person or by mail: <https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/case-records/records-access/>

Get help with ordering court records or previously submitted requests through the KC Script Portal.

Correspondence Clerk:

Email: desk.correspondence@kingcounty.gov

Telephone: 206-477-0691