



King County Court Cases Index (KC3I), 1881-1980

Compiled by the Seattle Genealogical Society

Tips for Requesting King County Court Cases online

One can obtain photocopies of portions of a King County Court case by ordering pages of the case record using the Court Clerk's on-line ordering system. Their process requires several steps, outlined and explained in detail below.

Turnaround time is usually seven business days or less. The charge is 50¢ per page (you specify what portions of the case you want copies of), plus \$10 for postage and handling.

MAJOR NOTE: While most of the King County Court's web pages work fine regardless of which web browser you use, the web pages for on-line ordering of case records are currently incompatible with Internet Explorer and Firefox. One must use Google Chrome, Apple Safari, or some other Internet browser to use their on-line ordering system at this time (October 2014). The remainder of these instructions assume that you are using a compatible web browser.

First, you must create an Electronic Records Request account with the Court Clerk's office – see: <http://www.kingcounty.gov/courts/Clerk/Records/ERR.aspx>

Once you have created an account, you will get to the form below:

The screenshot shows the 'Records and Research Requests' web page. At the top, there is a navigation bar with links for HOME, NEWS, SERVICES, DIRECTORY, and CONTACT, along with a search box. The main header reads 'Records and Research Requests' and 'Request Official King County Court Documents On-line'. Below this is a sub-header with links: 'Start a Request | My Requests | Account Profile | Pay Additional Funds | Home'. The form itself contains several input fields and dropdown menus: 'Case Number' with a help icon, 'Case Type' with a dropdown menu labeled 'Choose Case Type...', 'Case Title', 'Approximate full year of the Case (1850 to 1999)' with a help icon, and 'List Parties Involved (separated by Commas)'. Below these is a section for 'List Up To 5 Documents You Are Requesting' with five dropdown menus, each labeled 'Please choose a document type...'. A button labeled 'Add This Case And Its Document(s)' is positioned below the document list. At the bottom, there is a text field for 'Name your request (such as 'Mom and Dad's Probate')' with a character limit of 50, and a blue button labeled 'Request Page Counts For These Documents'.

Because this form is complicated and lacks clear instructions, here are step-by-step instructions for completing it.

1. Copy and paste the **Case Number** that SGS has provided in the box above.
2. Using the dropdown menu for **Case Type**, select 'Domestic' for divorces, marriage dissolutions, etc., and select 'Probate' for inheritance-related cases (probate, wills, letters of administration, etc.).



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3. For **Approximate full year of the Case**, type in the full four-digit year of the case (included in the information SGS supplied with your case number).
4. The section beginning "List up to 5 Documents You Are Requesting" is how the Court Clerk knows what portions of the case record to photocopy for you. Left-click on the ▼ symbol following the words "Please choose a document type..... ▼", and a dropdown menu, listing your choices appears.
If you're not sure which of the items on the drop-down menu to add to your request, then put in a word or phrase, like "heirs" or "child custody" to give the records technician an idea of what you're hoping to learn from the case record.

Below are the most useful "document types" within Divorce/Dissolution and Probate cases:

Divorce/dissolution cases

Summons/complaint

Decree

Order of dismissal of decree

Probate cases

Will

Letters testamentary

Order of distribution

Probate inventory

Once you have completed the online application and specified which parts of the case record you want, submit the form and wait for what they term a "**page count**." When that is complete, you will receive an email from King County Document Request, saying:

"Your correspondence page count request to the King County Superior Court Clerk's Office has been completed. Please follow this link <https://dja-web.kingcounty.gov/records/> to login to the application and view your page count and complete your request."

When you go to that link, you will not find a page count. Instead, you will find yourself at the log-in screen. Use the user name and password that you created to sign in, and you'll see a list of the cases that you ordered.

EXAMPLE:

Request Status Report

You may click on the question mark on any page for more information on that area.

You have 1 new message! (See below)

The following items have not yet been paid for:
(Unpaid items will remain in your queue for 14 days before being deleted)

CURRENT ACTIVE REQUESTS ?

Request Name: 1955 divorce of Baylis A and Gail P Baker [Complete This Purchase](#)

Request Type: Page Count **Requested On:** 9/28/2014
Current Status: PageCountComplete **Messages:** 1 **Unread Messages:** 1 [Read](#)



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Click on "COMPLETE THIS PURCHASE". You will get to the screen below, where you can specify the type and number of copies of the pages they have found:

Records and Research Requests
Request Official King County Court Documents On-line

Start a Request | My Requests | Account Profile | Pay Additional Funds | Home

Choose Quantities and Document Types

Please choose the types and quantities of the copy of the document you have selected. You may order three types of the same document.

Case Number	Document Title	Regular Copies	Certified Copies	Exemplified Copies
487330	Summons/Complaint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
487330	Motion for restraining order and order to show cause	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
487330	Restraining order and order to show cause	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Proceed

On the above screen:

1. Enter the number of copies you want. For nearly all requests, you probably want one regular copy of each page and no certified or exemplified copies.
2. Click on the PROCEED button.

EXAMPLE OF THE COMPLETED SCREEN FOR A DIVORCE CASE:

Records and Research Requests
Request Official King County Court Documents On-line

Start a Request | My Requests | Account Profile | Pay Additional Funds | Home

Choose Quantities and Document Types

Please choose the types and quantities of the copy of the document you have selected. You may order three types of the same document.

Case Number	Document Title	Regular Copies	Certified Copies	Exemplified Copies
487330	Summons/Complaint	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
487330	Motion for restraining order and order to show cause	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
487330	Restraining order and order to show cause	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Proceed

Once you click on **Proceed**, you finally get the **page count** and **total cost**.



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EXAMPLE:

Summary of Documents to Purchase

Case Number	Document Title	Regular Copies	Certified Copies	Exemplified Copies	Page Count
487330	Summons/Complaint	1	0	0	4
487330	Motion for restraining order and order to show cause	1	0	0	2
487330	Restraining order and order to show cause	1	0	0	1

Cost Breakdown: Regular Cost: \$3.50 Certified Cost: \$0.00 Exemplified Cost: \$0.00
 Postage and handling fees of **\$3.00** and **\$7.00** are added

Total Cost: \$13.50 (a convenience fee of \$1.49 for internet checks or \$2.49 for credit cards will also be applied)

I would like to expedite this request for an additional charge [?](#)
 I would like to supply a different mailing address for this order

[Change Request Choices](#) [Checkout](#)

The buttons at the bottom of this screen provide you opportunity to revise or modify your order. Once you are satisfied, click on **Checkout**, on the bottom right (see above).

This will take you to the screen below, where you complete your payment, using a credit card.

The screenshot shows a web browser window with the URL <https://payments2.kingcounty.gov/metrokc.ecommerce.paymentweb/PaymentMethod.aspx>. The page title is "King County Ecommerce Payment Method". The navigation bar includes "Payment Method >>", "Payment Details", "Review", "Confirmation", "Cart", and "Help/FAQ". The main content area has a "Select Payment Method" section with a dropdown menu set to "Credit Card". Below this is a "Navigation" section with "Cancel" and "Continue" buttons. A "Cart" summary box on the right shows "Total: \$13.50" and "Item Count: 1". The footer contains a disclaimer: "Links to external sites do not constitute endorsements by King County. By visiting this and other King County web pages, you expressly agree to be bound by terms and conditions of the site." and a copyright notice "©2014 King County".

Follow the subsequent screen prompts, which are very straight-forward from this point on.

Typically one should expect to receive their order within seven business days.

If there is a problem with your order, you will receive an email from the Court Clerk's Correspondence Desk. Our experience so far is that they have been very gracious and helpful.

Best wishes with your search and your request!