



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

Complied by the Seattle Genealogical Society

Tips for Requesting King County Court Cases by mail

One can obtain copies of the King County Court cases you are interested in by using the mail-in form provided by the Court Clerk's office.

This mail-in request form can be found at:

<http://www.kingcounty.gov/courts/Clerk/Records/Mail%20in%20Requests.aspx>

The turnaround time with this method is typically 1-2 weeks, but it may take longer in some cases. The charge is 50¢ per page (you specify what portions of the case you want copies of), plus \$10 for postage and handling.

One drawback for requesting records by mail is that the Court Clerk's office will not accept checks drawn on out-of state banks; they require a cashier's check or money order.

The Mail-In Request form is one that you OPEN in Microsoft Word or other word processing program by clicking on the word "form" in the web page above. You will need to complete the form on your personal computer, then print it out and mail it. A copy of this form can also be downloaded on the SGS KC3I website; however, using the link at the King County website above will ensure you have the most current version of their form, in the event that changes have been made.

COMPLETING THE FORM

The first section is straight-forward, and needs no explanation.

The second section, reproduced below, deserves some explanation:

2) Tell us about the record(s) you are requesting. Please provide as much information as possible.

| Case Number | | | |
|--|------------|---------------|-----------|
| Full names of Parties Involved (Jon Smith vs. Tiffany Smith) | | | |
| Date of Filing | | | |
| Document Name (s) | Sub Number | Certified (#) | Plain (#) |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

*Add an additional sheet for more than five documents

1. Copy and paste the **Case Number** that SGS has provided in the box above.
2. List the full names of the parties.
3. For **Date of Filing**, type in the date of the case (included in the information SGS supplied with your case number).
4. The section beginning "**Document Name(s)**" is how the Court Clerk knows what portions of the case record to photocopy for you.



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Below are the most useful "document names" within Divorce/Dissolution cases, and in Probate cases:

Divorce/dissolution cases

Summons/complaint

Decree

Order of dismissal of decree

Probate cases

Will

Letters testamentary

Order of distribution

Probate inventory

However, you are not limited to these choices, and can enter any term that you think might appear in the record in question, such as "list of heirs," "child custody," etc.

5. Leave "**Sub Number**" blank for each document type you list. (This number is evidently for more recent court cases.)
6. For each document name (identical to what they call Document Type in the On-Line Request Form), they are asking how many copies of each you are ordering. Typically, one would request 0 **Certified** copies, and 1 **Plain** (termed "Regular" on the On-Line Request form) copy of each document type.

Once you have filled the form out to your satisfaction, print it out and mail it to the address below, along with your check or money order for \$10 and a stamped, self-addressed envelope. Do not worry about the amount of postage on that envelope. In our experience, they will accept any SASE.

Superior Court Clerk's Office
King County Courthouse
516 3rd Ave, Room E-609
Seattle, WA 98104-2386

Your completed request should be received within two weeks. If the Court Clerk's office has any questions or problems, you will receive an email or telephone call. We've found them to be very professional and helpful, and hope that this will be your experience as well.

SGS wishes you the best in your continuing research, and hopes that the documents you receive will be useful to you