

TIPS FOR COMPLETING THE ON-LINE RECORDS REQUEST FORM

The second way in which one can obtain photocopies of portions of a King County Court case is to order 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 7 business days or less. The charge here is 50 cents per page (and you specify what portions of the case you want copies of), plus \$10 for postage & handling.

MAJOR NOTE: While most of the King County Court's web page works fine regardless of which web browser you use, the web pages for on-line ordering of case records is 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 browser.

First, you must create an Electronic Records Request account with the Court Clerk's office – Go to: <https://www.kingcounty.gov/courts/clerk/access-records/records.aspx> ; once there SCROLL DOWN and click on the ONLINE tab, for ordering records on-line. This will take you to a page where you create an account.

Once you have created an account with the King Co. Court Clerk's office, you'll get to a similar to the one 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. Below this is the page title 'Records and Research Requests' and the subtitle 'Request Official King County Court Documents On-line'. A secondary navigation bar contains links for 'Start a Request', 'My Requests', 'Account Profile', 'Pay Additional Funds', and 'Home'. The main form area includes fields for 'Case Number' (with a help icon), 'Case Type' (a dropdown menu), '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 titled '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 selection. At the bottom, there is a text input field for 'Name your request (such as 'Mom and Dad's Probate'):' with a character limit of 50. A blue button at the very bottom reads 'Request Page Counts For These Documents'.

Click on START A NEW REQUEST, in the upper left corner, and follow the prompts.

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 provided you 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.).
3. For **Approximate full year of the Case**, type in the full 4-digit year of the case (included in the information we 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 cases, and in Probate cases:

Divorce/dissolution cases	Probate cases
Summons/complaint	Will
Decree	Letters testamentary
Order of dismissal of decree	Order of distribution
	Probate inventory

Once you've completed the online application and specified which parts of the case record you want, you submit it, then wait for what they term a "**page count.**" When that's complete, you'll 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-eweb.kingcounty.gov/records/> to login to the application and view your page count and complete your request."

In fact, when you go to that link, you won't find a page count. Instead, you'll 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.

BELOW IS AN EXAMPLE OF THAT SCREEN:

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](#)

CLICK ON "COMPLETE THIS PURCHASE," and you'll get to the screen below, where you can specify the type and number of copies of the pages they've found:

[HOME](#) | [NEWS](#) | [SERVICES](#) | [DIRECTORY](#) | [CONTACT](#) |

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"/>

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. Then Click on the PROCEED button.

BELOW IS AN EXAMPLE OF THE COMPLETED SCREEN FOR A DIVORCE CASE:

[HOME](#) | [NEWS](#) | [SERVICES](#) | [DIRECTORY](#) | [CONTACT](#) |


Records and Research Requests
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[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"/>

Once you click on **Proceed**, you finally get the **page count** and **total cost**, on the Example screen below:

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

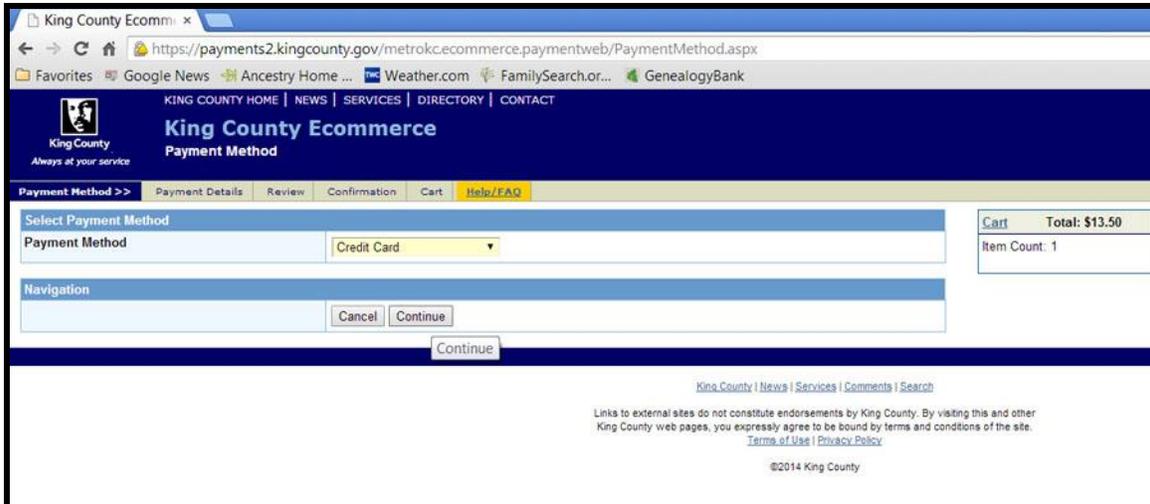
Cost Breakdown: Regular Cost: \$3.50 Certified Cost: \$0.00 Exemplified Cost: \$0.00
 Postage and handling fees of **\$3.00** and **\$7.00** are added

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

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.



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

Typically one should expect to receive their order within 7 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've been very gracious and helpful.
Best wishes with your search and your request!