



# King County

Department of Judicial Administration  
Catherine Cornwall  
Director and Superior Court Clerk  
(206) 296-9300 (206) 296-0100 TTY/TDD

## HARD COPY AND E-FILING FOREIGN SUBPOENA INSTRUCTION SHEET

### *Mail and In Person Filing Instructions:*

The following is **required** when filing a new Foreign Subpoena case:

Electronic and Hard Copy:

- Foreign Subpoena(s)
- Attestation (See [House Bill 1469](#))
- King County Subpoena (must be compliant with [CR45](#) and [GR14](#)) to be issued.
- New Case Filing Fee Payment (see [fees](#) on the clerk's office website) and \$20 fee per person or entity being subpoenaed.
- Foreign Subpoena Instruction Sheet (attached below)

Hard Copy submissions **must also** include the following:

- [Case Information Coversheet](#)

Send or bring all required documents and fee payments to one of the following locations:

Superior Court Clerk's Office – Seattle Office Attn: Cashiers 516 Third Avenue, Room E609 Seattle, WA 98104	Superior Court Clerk's Office – Kent Office Attn: Cashiers 401 4 <sup>th</sup> Avenue North, Room 2C Kent, WA 98032
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### *eFiling Instructions:*

1. From the [Clerk's Office Records Access Portal](#).
  - a. Create a user id or sign in with your existing account information.
2. Select E-File
3. In the E-Filing section select "File a New Case"
4. Select Civil
  - a. **Case Designation** select either Kent or Seattle
  - b. **Cause of Action** select "Foreign Subpoena (OSS 2)"
5. Click "Next" and enter Petitioner Information as it appears in your jurisdiction.
6. Click "Next" and enter Respondent Information as it appears in your jurisdiction.

7. Click “Next” upload your Foreign Subpoena and Instruction sheet (attached below)
8. Click “Next” upload your Attestation (See [House Bill 1469](#)) and messenger slip if a messenger is going to pick up your subpoenas once they are issued.
  - a. \*If a messenger service will be picking up the subpoena, *please upload a messenger slip at this time if you were provided one by messenger service*. You will receive an email message indicating the messenger slip has been “rejected” from the court file as this slip is for administrative purposes only. You will not be billed a faulty document fee, nor has your case been rejected.
9. Click “Next” until you get to the tab to Register for E-Service and register for E-Service.
10. Click Proceed to pay for the filing fee.

**To have the King County Subpoena issued:**

1. From the [Clerk’s Office Records Access Portal](#).
2. Select Records Requests
3. Select “ISSUANCE OF SUBPOENA, WRIT, CITATION”
4. Select “Continue to Service”
5. Enter your information into the following:
  - a. Submission Title
  - b. Requestor Name
6. In the Request Clerk to Issue Subpoena, Writ or Citation section:
  - a. Select Delivery Method (For mailed subpoenas you will add your address further down on the screen)
  - b. Enter case number you just received from your filing
  - c. Select Form
  - d. Enter how many copies you wish to receive outside of the one we issue and conform.
7. Upload King County Subpoena
8. Click Proceed and pay the required fees.

OR
9. If you are subpoenaing more than one person or entity you will click save for later and repeat from step 1 in this section until you have all of the King County Subpoenas uploaded for the case.
  - a. The subpoena should be issued within 2 business days.

**Foreign Subpoena Instruction Sheet:**

Contact Person \_\_\_\_\_

Contact Phone No. \_\_\_\_\_ Ext \_\_\_\_\_

**Return via:**

Pick-up Location:  Seattle or  Kent

For pick-up notification call: (     ) \_\_\_\_\_ Ext \_\_\_\_\_

Messenger (you must have made prior arrangements and messenger slip can be attached):

Call: (     ) \_\_\_\_\_ Ext \_\_\_\_\_

U.S. Mail:

Address: \_\_\_\_\_  
\_\_\_\_\_

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**For Clerk's Use Only**

Notification made by: \_\_\_\_\_

Mailed out by: \_\_\_\_\_ Date: \_\_\_\_\_

**Pick-Up Notification:**

1st Attempt     Date: \_\_\_\_\_

Person notified \_\_\_\_\_ or VM

2<sup>nd</sup> Attempt     Date: \_\_\_\_\_

Person notified \_\_\_\_\_ or VM

Pick-up by: \_\_\_\_\_ Date: \_\_\_\_\_