

Seal or redact a court record

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Learn how to ask to seal a court record. To “seal” a court record means that it becomes private and generally not accessible to the public. The process for sealing a record is also called “GR-15” or General Rule 15. (Forms and instructions)

1. Fast facts

Generally, Washington State court records are available to be reviewed by the public at the Clerk’s office for each county court (https://www.courts.wa.gov/court_dir/?fa=court_dir.county). In some counties, you might also be able to review some records online.

A court record includes any documents filed under a cause number or court file - so any papers you filed or will file in a court case. This includes things like pleadings, motions, petitions, exhibits, and responses. It also includes any officially recorded information related to the case like minutes, orders, and docket listings.

If you are or were involved in a non-criminal (civil) court case in this state, you might need the whole court record to be sealed, or to have parts edited or removed (called redacted), to protect your privacy or safety. For example, you’ve filed a protection order and need the record sealed because it contains explicit and intimate images. Or you’re involved in a debt collection court case, and there’s information about your finances that you need redacted.

You can use this guide to file a motion to seal any kind of civil case record **except** for a **newly** filed Name Change Petition. If you want a **new** sealed Name Change,

the [Name change guide](#) has special forms and instructions for that specific type of case. If you want to seal **an old name change that was already granted**, you should use this guide instead.

Juvenile records are controlled by the Juvenile court, which automatically has a regular process for sealing. [Seal, vacate, or destroy juvenile court records](#) explains the process and has the forms you need.

When can I file a Motion to Seal?

You can file a Motion to Seal:

- Any time after a case is started.
- After the case ends (after it's been finalized). If you're asking to seal a court record of a case that's already been finalized, you file the Motion to Redact or Seal in the court where the case records are. You'll use that case's case number for your motion.
- You can also file a Motion to Seal along with your papers that you file to start a new case. If you're the one starting the case (you're the Petitioner or Plaintiff), you can file this motion at the same time you file your petition or complaint.

What does sealing a case filing or record do?

It keeps the case record or protected information from being viewed by the public. Once sealed, only certain people can view the record. Even though you were the one who asked to seal the record, you must show ID to access the record if it gets sealed.

Even after sealing, some limited information **will still be available** to the public in some places like court indices. This information **can** include your party name **and** the case type.

Who can see the case record if it's sealed?

If anyone has permission to see the case record, their name will be listed on the Order on Motion to Redact or Seal. Even then, those people must show ID and show that the court order gives them access.

Can I ask to seal just part of the record?

Yes. You can ask to seal the record in parts or entirely. Asking to seal **only a part** of the record is called asking to **redact the record**. You can use the same forms to ask to seal or redact a record.

Can the record ever be unsealed once it's sealed?

Yes, if the requirements are met. The requirements are like the hearing and motion process for sealing a record. The court must hold a hearing to consider unsealing the record. WA Court Rule GR 15(e) (https://www.courts.wa.gov/court_rules/pdf/GR/GA_GR_15_00_00.pdf) explains the rules for unsealing records.

Someone other than you **can** ask to have your court record unsealed. If that happens, **you should get notice** of the hearing. You can oppose the request to unseal your record and can tell the court why.

I already vacated my record. Do I need to seal it too?

It's up to you. To "vacate" a record means you got the judgment canceled. Vacating a record **doesn't** automatically make the court record private. So if you also want the record to be private, you must file a motion for the record to be sealed or redacted.

You **must** always vacate a criminal record first **before** that record can be sealed.

Can I ask to destroy or get rid of my record entirely instead of sealing it?

The complete destruction of a court record is called "expungement." There are very limited circumstances where you can have court records in Washington expunged. **Sealing records is the most common way to get the privacy you want.**

Most civil and criminal court records **can't be destroyed** or expunged in Washington unless special laws allow it (https://www.courts.wa.gov/court_rules/pdf/GR/GA_GR_15_00_00.pdf). You **can**

ask agencies like the Washington State Patrol (WSP) to destroy or delete some non-conviction data criminal history records (<https://app.leg.wa.gov/rcw/default.aspx?cite=10.97.060>). State law treats these differently from court records. You can also ask to destroy diversion records related to juvenile records.

Can I ask to seal any kind of case record?

Yes. You can **ask** to seal any kind of case or any part of the public court record. But you may have to meet certain requirements for the court to be able to **actually seal** the court records.

- **For all civil records that can be sealed:** You must show that sealing or redacting the court records is “justified by compelling privacy or safety concerns that outweigh public interest in accessing the record.”
- **For all criminal records that can be sealed:** You must show that the record has been vacated **and** you must prove that sealing or redacting the court records is “justified by compelling privacy or safety concerns that outweigh public interest in accessing the record.”
- **Some evidence must be submitted under seal for a private review by the court.** If you want to submit information about the other party’s sexual history, you must submit it with a request to seal. For this kind of situation, the Motion to Redact or Seal must be filed at least 14 days before the hearing. You must state what information you want to provide and why that information is important to the case.
- If you’re filing a new court case that you want sealed right away, the judge will decide on your Motion to Redact or Seal first **before** ruling on the main issue of your case. If the judge denies your motion to redact or seal, then you must decide whether to withdraw the case itself or go ahead and file it anyway.

How much does this cost?

It depends. If you’re filing the Motion to Redact or Seal at the same time that you’re filing the case that it’s part of, you’ll normally just pay the fee to file the case or document itself. Some courts will also charge a small Motion filing fee.

If you’re requesting to seal a case that’s been finalized, you might have to pay a new filing fee, depending on how old or inactive the case is. All filing fees will be specific to the court and case type. If you can’t afford the filing fee, you can ask to have the fee canceled (waived).

Will I have to go to a hearing?

Yes. A motion to seal **always** requires a hearing, no matter what kind of case you file it in or at what point in the case you file it. The hearing is required because you will have to say the mandatory 5 Ishikawa factors **out loud or otherwise on the record** to the judge at the hearing. It is not enough to just submit them in your motion.

2. The Ishikawa Factors

What are the mandatory Ishikawa factors?

They are 5 factors that the judge **must** confirm to be able to grant your request to seal or redact. This is required by a court case that controls the requirements for sealing court records in Washington.

For the judge to grant your request to seal, the judge **must** decide that your request is “necessary.” The judge shows this “necessity” in Part 3 of the Order on Motion to Redact or Seal. The Judge **decides whether** your request is necessary based on the **5 Ishikawa factors** that you **must** list in your motion **and** recite out loud (or otherwise on the record) during the hearing for the Judge. You should recite them in order.

These are the 5 Ishikawa factors:

1. **You must show “serious and imminent threat to some other important interest.”** This means you must show that the information you want sealed presents a risk to you aside from just privacy violations. You must show **how** you would be at risk if the information were public. You can use statistics and data to prove how your private information puts you at risk.

Usually the risk of violence, threats to safety, risks to security or income, and other similar risks are good enough proof if you have data to support it. Your “important interest” is your “interest” in protecting yourself from risk of harm, financial ruin, harassment, risk to your family, and other harms. Use examples and data specific to your situation.

For example, if you want to seal a court record about a gender change birth certificate amendment, you must show that the risks of your gender change information being public puts you in danger of some kind of serious and imminent threat to your personal “interest” of protecting your safety. You can use data about the harms and risks faced by people who are known to be transgender or gender diverse to help prove this.

2. **You must give anyone present at the hearing a chance to disagree with your request.** If the case involves another party, you usually must give them notice of the hearing so that they can attend. You should be ready to show the Judge that you gave any other party notice of the hearing. Make sure you give notice to any other party through official methods of service and notice.

If there’s no other party you won’t have to show that you gave notice to anyone. Single party cases are cases like a case for a gender change birth certificate amendment case or any other case where you were the only party listed on the case.

3. **You must request the “method for limiting access” that is “the least restrictive way to protect the interests threatened.”** This means that if only part of the record needs sealing, you should ask for a redaction of that part **only**, instead of the whole record. You can ask to redact things like portions of a case record, a Petition, specific documents or document sections, or certain exhibits. If you ask to seal the entire case record, you must explain **why the whole record** puts you at risk if it **all** remains public. Sometimes it’s more efficient to seal the entire record. If that’s your situation, explain why to the judge.
4. **You must give the judge a chance to “balance the interests of” your privacy request against “the public’s right to know what has happened in court.”** You should tell the judge **why** the public’s right to know is **less** important than whatever risk you face if the public knows your information. Personal privacy preferences **alone** might not necessarily outweigh the public’s right to know related to this specific rule. You will have to show a risk of harm or loss related to the privacy request. Usually, safety risks of violence or harassment are more important “interests” than the right to public records access.

It can help here to show that having your record sealed would **do no harm** to anyone. Things like risks to your safety, home, family, business, and other

such risks will sometimes, but not always, be enough to outweigh the right to public access. It's ultimately up to the judge to decide which is more important. The hearing on the Motion to Redact or Seal is the **chance** for the judge to balance those interests- that is why a hearing is required.

5. **You must show that your request is “limited in application and time to serve its purpose.”** This means that you should draft your request to seal or redact the record for only as long as needed. And you should only request to seal the specific information that is necessary for your purpose. You can ask to seal a record for the rest of your lifetime or provide a suggested time frame based on your age. You usually can't ask to seal a record until “forever.”

3. Step-by-step for filing

1. Gather the forms and documents you need.
2. Follow the general rules to format and fill out court documents. Fill out your motion and other court documents.

Add your Ishikawa factors to Part 4 of the Motion. You must list all 5 factors in your Motion for the court record.

Some judges might not let you testify at the hearing so your motion is your **only guaranteed** chance to state the **mandatory** Ishikawa factors.

3. **Prepare copies** of the forms that you're requesting the seal for. If you're asking to redact a document that is about to be filed, have your proposed redacted version ready and attached. If you're asking to seal the entire case record of a new case you're starting, have the other paperwork ready to start the new case (like the Petition).

If you're asking to seal a court document itself **as you file it into an active ongoing case**, you should put the Motion to Redact or Seal **on top of** the document you want sealed as you file that document with the clerk. Use the same case number on your motion as the case number on the main document.

If you're filing this motion at the same time **that you file a new court case**, you should file the Motion to Redact or Seal along with the court document (the Petition or Complaint) that you're filing to initiate your court case. You'll give the clerk your sealing request forms **on top of** the other case forms. This helps the clerk to protect your information while the judge decides about your request to seal.

4. **Make copies.** You need one copy of each completed form for yourself, one for the judge, and one for each other party to your case. You may also need a set of working copies to deliver to the judge, if required in your county.
5. **File your original papers and schedule a hearing.** Go to the Superior Court Clerk's office.

Ask the court clerk when you can schedule a hearing on your motion. Fill out the hearing details on your Notice of Hearing, or use a local form if they have one.

File the original copy set with the Superior Court Clerk. Give the clerk the originals of all your forms for filing but you should ask the clerk what to do with the original of your proposed order. Some courts will make you keep your proposed order until the day of the hearing. Other courts will file it with your motion.

Remember to do these things:

- Have the set of documents with the Motion to Redact or Seal on top when you give the papers to the court clerk.
- Include your fee waiver forms after the Motion packet if you're using a fee waiver.
- Ask the clerk if there is a locally required "Cover Sheet" for Motions to Redact or Seal in that court. If so, use that form or any other cover sheet form the clerk requires.

Ask the clerk to stamp your copies to show the date you filed the originals. Take the stamped copies back from the clerk. The clerk keeps the original.

Deliver working copies to the judge, if required in your county.

6. **You must deliver to (serve) any other parties** in the case notice of the hearing and copies of the Motion to Redact or Seal. Most counties require service **at least 14 days before a hearing**. Ask the clerk if your county's deadline is different.

If the other party has a lawyer, serve the lawyer instead.

If you're serving only this motion, you can serve the papers yourself, but it's better to have someone else do it. Ask an adult friend or relative to do it for you. You can serve by hand delivery or first class mail. You can only serve by email or fax if the other party has put in writing that they agree to accept legal papers for this case in that way. Follow the rules to serve papers after a case starts. Whoever serves the papers must sign Proof of Mailing or Hand Delivery.

If you're serving this motion along with the papers to start a new case, follow the rules for serving to start a new case for all your papers, including your Motion to Redact or Seal.

7. **Review any responses if there are other parties in your case who file responses. You can file a reply to their responses if needed and allowed in your county.** Any other party to the case who files a written response to your motion must give you a copy of their response.
8. **Confirm your hearing, if needed.** In some counties, you must contact the clerk's office to confirm that you want your hearing to happen on the day it is

scheduled. Ask the court clerk for instructions. If you will need an interpreter for your hearing, be sure to tell the court clerk before your hearing. Some courts will need at least 2 weeks before a hearing to be able to schedule an interpreter.

Need an interpreter? You have the right to interpreter services in court at no cost to you. Each court should have a contact person for interpreter requests. As soon as you find out about a court date, contact the court to ask for an interpreter.

9. **Get ready for and go to your hearing.** You can make notes about your 5 Ishikawa factors that you can plan to read from during the hearing. Or you can read from your Motion to Redact or Seal. If you had to give notice to other parties, bring a copy of your proof of notice for the judge. If the judge grants your motion to seal or redact, you will need to get copies of the order.

4. The hearing

If you have children, try to find someone to watch them while you go to court. The judge probably won't let them sit in the courtroom.

Don't bring a weapon, or something that could be mistaken for a weapon (like a pocketknife), to the courthouse.

Take your court papers with you. Bring along copies of all the papers you filed and all proposed orders you want the judge to sign.

Try to be in the courtroom at least 15 minutes before you were told to be there. Give yourself time to find parking, or the right transit stop, or to wait in line to get into the courthouse.

When you get to the courtroom, tell the person in charge in the courtroom (the clerk or bailiff) your name and your case name and number. Take a seat. When the judge walks in the room, stand. If the judge asks you a question, try to answer it directly. **Don't interrupt the judge.**

If there's any other party to the case, and that party doesn't show up, the judge may ask for your proof of service. Bring a copy of that to show the judge.

If your hearing is online, follow these [tips for phone and video hearings](#).

When do I state the Ishikawa factors on the record?

At the hearing, the judge will ask you to state your request on the record. The judge might directly ask you to recite your Ishikawa factors. Or they might say something like "why is this request to seal necessary." No matter how the judge asks it, your reply **must** include all 5 of the Ishikawa factors.

Be clear and direct. You must state your 5 Ishikawa factors for the the record during the hearing. Don't rely solely on your written Motion to Redact or Seal to convince the judge. The judge will make their decision and issue their Order and Findings after the hearing.

Some judges might not let you testify at the hearing. If that happens, your Motion is your **only guaranteed** chance to state the **mandatory** Ishikawa factors. Make sure your Motion includes all 5 Ishikawa factors listed in Part 4.

What do I do when the judge makes their decision?

If you met the Ishikawa requirements and the judge finds the sealing or redaction to be necessary, the judge can give you an order that grants your request. If the judge does grant you an order to redact or to seal, get multiple certified copies of the order. You will need certified copies of the order to seal to be able to access the record in the future. You should also get copies of **any** order the judge signs about the request to seal in case the judge signs other orders in the case at the

same time.

5. After the hearing

What happens if the judges grants my request to seal?

The case record or specific information will be sealed and won't be available to the public. No one can access the records or information **except** the people listed in the Order on Motion to Redact or Seal. Those people **must** show ID **and** provide a copy of the Order showing they have access to be allowed to view the record or information. This **includes you** anytime you want to view the record or get certified copies of orders from the case.

What if the judge denies my request to seal?

For an old case or already filed documents, the case records and documents will remain open to public access. You could try to file again and request a more specific redaction or provide more proof of why your privacy interests outweigh the public interest in access.

For a new case or new documents in an ongoing case, you can decide whether to go ahead and file the case without the privacy protection of being sealed. Or you can choose to withdraw the case filing documents entirely and no part of the filing will remain in public record. Your new case itself won't actually be filed until **after** the judge makes a decision about the Motion to Redact or Seal. **If you don't want it filed** after a denial to seal, **you should tell the clerk right away** once the judge denies your Motion to Redact or Seal. The same applies to new documents that you were trying to seal in an ongoing case.

Appealing the denial of your Motion to Redact or Seal could be hard. Your deadline to appeal could be short. You should try to talk to a lawyer as soon as possible.

6. Forms

Form attached:

Motion to Redact or Seal (All Civil 050)

Form attached:

Order on Motion to Redact or Seal (All Civil 052)

Form attached:

Notice of Hearing (general civil) (NJP General 008)

Form attached:

Proof of Mailing or Hand Delivery (general civil) (NJP General 002)

Tips for filling out the Motion to Redact or Seal (All Civil 050 MTRS)

Read the instruction box on the first page of the Motion. It gives important specific warnings and deadlines.

Fill out Parts 1 and 2 of the Motion according to your situation.

- **If you're asking to seal an entire document or case record**, don't attach copies of the entire document.
- **If you're asking to redact only parts of a document**, do attach copies of the document with your proposed redacted changes.

Read the legal authority in Part 3. It summarizes the 5 factors, called the Ishikawa factors, that you must state on the record. If you're filing the motion related to Evidence Rule (ER) 412(d)(1)-(2)

(https://www.courts.wa.gov/court_rules/pdf/ER/GA_ER_04_12_00.pdf), then check that box. Otherwise, leave it blank. If your specific case requires additional legal authority for sealing the records, put it in on the space provided at the end of Part 3.

In Parts 4, list your 5 Ishikawa factors. You must address all 5 factors. Try to be direct, concise, and clear. But it's okay if you need to add more lines or use more space for this part. If you add a page to explain or support your Ishikawa factors, don't forget to list the page as an attachment or exhibit.

Tips for filling out proposed Order on Motion to Redact or Seal

Review the proposed Order and **complete the headings only**. The Judge and clerk will fill out the rest. **Don't sign at the bottom** until the judge tells you to do during the hearing if the order is granted.

Follow the general rules to format and fill out court documents.

Tips for filling out the Notice of Hearing (NJP General 008)

Fill out the **Notice of Hearing** with details from the court clerk. You can try to get that information over the phone, or in-person when you file your papers. When choosing a date, leave yourself enough time to have the other party served.

Many counties require you to use their own form. Ask the clerk if they use a special Notice of Hearing form. If not, use ours.

Tips for filling out the Proof of Mailing or Hand Delivery (NJP General 002)

Fill out this form after serving the other party. Whoever served the other party must sign it. Follow the rules for service after a case starts.

Check to be sure your server filled out the date of service, who the papers were delivered to, and how they were delivered. Also be sure the form lists all documents that were served. If your server leaves out a form, you won't have proof it was served.

WashingtonLawHelp.org gives general information. It is not legal advice. Find organizations that provide free legal help on our Get legal help page.

Court of Washington, County of	
Petitioner/s (<i>person/s who started this case</i>): 	No.
And Respondent/s (<i>other party/parties</i>): 	Motion to Redact or Seal (MTRS)

Motion to Redact or Seal

Use this form to request sealing or redacting information in a court file not otherwise protected by GR 22.

To both parties:

Deadline! Your papers must be filed and served by the deadline in your county's Local Court Rules, or by the State Court Rules if there is no local rule. Court Rules and forms are online at www.courts.wa.gov.

If you want the court to consider your side, you **must**:

- File your motion with the court clerk; AND
- Give the Judge/Commissioner a copy of your papers (if required by your county's Local Court Rules); AND
- Have a copy of your papers served on all other parties or their lawyers; AND
- Go to the hearing.

The court may not allow you to testify at the motion hearing. Read your county's Local Court Rules, if any.

Bring proposed orders to the hearing.

To the person filing this motion:

You must schedule a hearing on this motion. You may use the *Notice of Hearing* (form PO 062 or FL All Family 185) unless your county's Local Court Rules require a different form. Contact the court for scheduling information.

To the person receiving this motion:

If you do not agree with the requests in this motion, file a statement (using form PO 018 or FL All Family 135, *Declaration*) explaining why the court should not approve those requests. You may file other written proof supporting your side.

1. My name is _____.

I am the

☐ Petitioner ☐ Respondent.

2. Request

I ask the court to redact or seal the following document/s that have been filed in this case:

Document name: _____

Date filed: _____ Docket or sub number (if known): _____

This document should be (*check one*):

- ☐ sealed (*Do **not** attach a copy*)
- ☐ redacted as follows: (*Explain what information should be redacted and attach copy of proposed redacted document.*)

Document name: _____

Date filed: _____ Docket or sub number (if known): _____

This document should be (*check one*):

- ☐ sealed (*Do **not** attach a copy*)
- ☐ redacted as follows: (*Explain what information should be redacted and attach copy of proposed redacted document.*)

(*Add lines for more documents if needed.*)

3. Legal Authority

I ask the court to redact or seal the specific information or documents listed above based on:

General Rule (GR) 15(c)(2): Courts may seal or redact court records based on findings made in writing that the sealing or redaction is necessary and based on privacy rights or safety concerns that outweigh the public interest in access to the court record.

Seattle Times Co. v. Ishikawa, 97 Wn.2d 30, 640 P.2d 716 (1982): In this case, the Washington Supreme Court ruled that courts must look at 5 factors when deciding whether to seal or limit access to documents in the court file.

1. The person who wants to limit access must make a showing of “serious and imminent threat to some other important interest.”
2. Anyone present for the hearing must be given an opportunity disagree with the suggested restriction.
3. The method for limiting access must be the least restrictive way to protect the interests threatened.

- State v. Waldon*, 148 Wn. App. 952, 202 P.3d 325 (2009): In this case, the Washington Court of Appeals ruled that courts must apply GR 15 and the factors listed above from the *Ishikawa* case when deciding whether to seal court records.

And the following other legal authority (if any):

The court should grant my motion to redact or seal this information because:
(Explain how your privacy rights or safety concerns outweigh the public interest in access to the court record. Address the 5 factors listed above.)

[illegible]

I certify, under penalty of perjury under the laws of the state of Washington, that all the information provided in this motion is true and correct.

Signed at (city and state): _____ Date: _____



Person making this motion signs here Print name here

I agree to accept legal papers for this case at (check one):

- ☐ my lawyer's address, listed below.
- ☐ my email address: _____
- ☐ the following address (this does **not** have to be your home address):

Street Address or PO Box City State Zip

(If this address changes before the case ends, you **must** notify all parties and the court clerk in writing.)

Lawyer (if any) fills out below



Lawyer signs here Print name and WSBA No. Date

Lawyer's Address City State Zip

Email (if applicable): _____

_____ Court of Washington, County of _____	
Petitioner/s (<i>person/s who started this case</i>): _____	No. _____
And Respondent/s (<i>other party/parties</i>): _____	Order on Motion to Redact or Seal (ORSD)
	Clerk's action required: 4

Order on Motion to Redact or Seal

1. **A motion was made by:**
 - ☐ Petitioner.
 - ☐ Respondent.
2. **A hearing was held on (date) _____ . These people attended:**

☐ Petitioner	☐ in person	☐ by phone	☐ by video
☐ Petitioner's Lawyer	☐ in person	☐ by phone	☐ by video
☐ Respondent	☐ in person	☐ by phone	☐ by video
☐ Respondent's Lawyer	☐ in person	☐ by phone	☐ by video
☐ Other: _____	☐ in person	☐ by phone	☐ by video
3. **The court finds redaction or sealing is:**
 - ☐ **Necessary** and based on privacy rights or safety concerns that outweigh the public interest in access to the court record under GR 15. The court has considered the five factors required by *Seattle Times Co. v. Ishikawa*, 97 Wn.2d 30, 640 P.2d 716 (1982):
 1. The person who wants to limit access has made a showing of "serious and imminent threat to some other important interest." (*Describe*)

 2. Anyone present for the hearing was given an opportunity to disagree with the suggested restriction.

3. The method for limiting access is the least restrictive way to protect the interests threatened. *(Describe)*

4. The sealing or redaction ordered balances the interests of the person who wants to limit access with the public's right to know what has happened in court. *(Describe)*

5. The order is limited in application and time to serve its purpose. *(Describe)*

- ☐ **Not necessary.** The privacy rights or safety concerns do **not** outweigh the public interest in access to the court record, under GR 15. The court has considered the five factors required by *Seattle Times Co. v. Ishikawa*, 97 Wn.2d 30, 640 P.2d 716 (1982). *(Describe)*

4. **Court order. The motion is:**

- ☐ **Granted.**

Clerk's action. The clerk shall **seal** the following documents:

Document name: _____

Date filed: _____ Docket or sub number: _____

Document name: _____

Date filed: _____ Docket or sub number: _____

Document name: _____

Date filed: _____ Docket or sub number: _____

(Add lines for more documents if needed.)

Access to sealed documents:

Judges, commissioners, and other court personnel may access the sealed document/s listed above only to conduct official court business.

- ☐ No one else has access without a court order.

_____ Court of Washington, County of _____	
Petitioner / Plaintiff: _____	No. _____ Notice of Hearing (No mandatory form) Clerk's action required: 1 [] Need interpreter (language) _____
And Respondent / Defendant: _____	

Notice of Hearing

To the Court Clerk and all parties:

1. A court hearing has been scheduled:



for: _____ at: _____ (check one) [] a.m. [] p.m.
date time

at: _____ in _____
court's address room or department

_____ docket / calendar or judge / commissioner's name

[] Online or phone: _____

2. The purpose of this hearing is (specify): _____
as requested by the (check one) [] Petitioner/Plaintiff [] Respondent/Defendant

► _____
Person asking for hearing signs here Print name here (and WSBA #, if lawyer) Date

I agree to accept legal papers for this case at (check all that apply):

[] the following address (this does **not** have to be your home address):

_____ city state zip
Street or mailing address

[] Email: _____

_____ **Court of Washington, County of** _____

Petitioner or Plaintiff:

And Respondent or Defendant:

No. _____

Proof of Mailing or Hand Delivery
(No mandatory form)

Proof of Mailing or Hand Delivery

Server declares:

1. I am (check one):

- ☐ the Petitioner or Plaintiff
☐ the Respondent or Defendant
☐ (name): _____

and I am competent to be a witness in this case.

2. Service. On (date): _____, I served copies of court documents
to (name of party or lawyer served): _____ by:

☐ **mail (check all that apply):** ☐ first class ☐ certified ☐ other

Mailing address city state zip

☐ **email to (address):** _____
(only if allowed by agreement, order, or your county's Local Court Rule)

☐ **fax to (number):** _____
(only if allowed by agreement, order, or your county's Local Court Rule)

☐ **hand delivery at (time):** _____ (check one) ☐ a.m. ☐ p.m. to this address:

Street address city state zip

For hand delivery: I left the documents (*check one*):

- ☐ with the party or lawyer named above.
- ☐ at the lawyer's office with the clerk or other person in charge.
- ☐ at the lawyer's office in a conspicuous place because no one was in charge.
- ☐ with (*name*): _____, at the address listed in court documents where the party agreed to receive legal papers for this case.

3. List all documents you served (*check all that apply*)

(The most common documents are listed below. Check only those documents that were served. Use the "Other" box to write in the title of each document you served that is not already listed.)

- ☐ Notice of Hearing (*for date*) _____
- ☐ Motion for _____
- ☐ Declaration of _____
- ☐ Order on/for: _____
- ☐ Other:

4. Other information (if any)

I declare under penalty of perjury under the laws of the state of Washington that the statements on this form are true.

Signed at (*city and state*): _____ Date: _____



Server signs here

Print name