

**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**CONSENT AGENDA REQUEST**

**TO:** Board of County Commissioners  
Josh Peters, County Administrator

**FROM:** Amanda Hamilton, Jefferson County Clerk

**DATE:** 8/25/2025

**SUBJECT:** Resolution Regarding Clerk Fees

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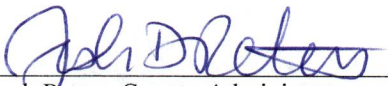
**STATEMENT OF ISSUE:** The Board of County Commissioners may impose fees charged by the County Clerk to implement the code and statutory duties; and, Section 3.80.020 of the Jefferson County Code (JCC) authorizes the County Clerk to request adoption of its fee schedule by resolution.

**ANAYLSIS:** Second substitute House Bill 1207 was passed as an act relating to superior court clerk fees, and amended RCW 36.18.020 to add a \$50 surcharge to civil filing fees, effective July 27, 2025. In addition, with the advent of electronic filing, there is an increased demand for mailing copies of filed documents with no clear supporting fee structure in place. Fees have been added to the schedule in order to cover the cost of mailing and handling document requests.

**FISCAL IMPACT:** There is a revenue benefit to the county. Of the recently adopted \$50 surcharge, \$5 is designated to stay locally in a county clerk administrative assistance fund to be used for the statutory obligations of the county clerk. Imposing a reasonable fee for the physical handling and mailing of public documents will help cover the associated costs.

**RECOMMENDATION:** Approve the resolution adopting the updated Clerk's fee schedule.

**REVIEWED BY:**

  
\_\_\_\_\_  
Josh Peters, County Administrator

8/19/25  
\_\_\_\_\_  
Date

STATE OF WASHINGTON  
County of Jefferson

A Resolution Adopting a Fee Schedule for  
the County Clerk

RESOLUTION NO.

*WHEREAS*, Jefferson County is a political subdivision of the state of Washington as provided by title 36 RCW and the Washington State Constitution Article 11, and may impose fees to recoup the costs of providing services to the public; and

*WHEREAS*, the Jefferson County Board of County Commissioners (BoCC) may impose fees charged by the County Clerk to implement the code and statutory duties; and

*WHEREAS*, section 3.80.020 of the Jefferson County Code (JCC) authorizes the County Clerk to request adoption of its fee schedule by resolution; and

*WHEREAS*, the new fee schedule will comply with the changes to RCW 36.18.020; and,

*WHEREAS*, BoCC recognizes the Clerk's need to assess a reasonable fee for fulfilling customer requests for sending copies of documents via the mail; and

*WHEREAS*, basic operating expenses require this new document handling fee to be seven dollars per transaction and unless postage is provided by the customer with postage being charged at a rate of three dollars per transaction; and

*WHEREAS*, the adoption of the new clerk fees is consistent with RCW 36.18.020 and chapter 3.80 of the Jefferson County Code; and

**NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

Section 1. The Jefferson County Board of Commissioners hereby adopts the above "Whereas" clauses and Findings of Fact supporting this Resolution.

Section 2. The 2025 Clerk Fee Schedule attached in the **Appendix A** is hereby adopted.

Section 3. This Resolution Repeals and Replaces Resolution No. 57-23.

Section 4. If any section, subsection, sentence, clause, phrase of this Resolution or its application to any person or circumstance is held invalid, the remainder of this Resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 5. This Resolution is categorically exempt from the SEPA under WAC 197-11-800(19).

Section 6. This Resolution shall take effect and be in full force immediately upon passage by BoCC.

**(SIGNATURES FOLLOW ON THE NEXT PAGE)**

ADOPTED and APPROVED this \_\_\_\_ day of \_\_\_\_\_ 2025.

JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS

SEAL:

\_\_\_\_\_  
Heidi Eisenhour, Chair

\_\_\_\_\_  
Greg Brotherton, Member

\_\_\_\_\_  
Heather Dudley-Nollette, Member

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Carolyn Gallaway, CMC    Date  
Clerk of the Board

\_\_\_\_\_  
Philip C. Hunsucker,    Date  
Chief Civil Deputy Prosecuting Attorney

**ATTACHMENT A**

Clerk Fee Schedule

# JEFFERSON COUNTY FEE SCHEDULE

Effective July 27, 2025

Payments for services may be made in cash, cashier's check, law firm check, money order, in-state personal check, or credit / debit card. We do not accept personal checks for Legal Financial Obligations. **We issue NO REFUNDS.** All fees must be paid in advance except by state and county (RCW 36.18.060). **Overpayments will not be processed, but returned to sender, with services provided upon receipt of correct amount.**

## Adoption/Paternity

| Title                                                                      | Service Provided                                                      | Fee                                                | RCW                                                             |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------|
| Adoption<br><br>One child per case, see RCW 26.33.030(2) re: consolidation | Filing<br>Facilitator Surcharge<br>Judicial Surcharges                | 200.00<br>20.00<br>40.00<br><u>50.00</u><br>310.00 | 36.18.020(2)(a)<br>26.12.240<br>36.18.020(5)(c)<br>36.18.020(6) |
| Parentage<br>Challenge Paternity/Parenting Plan/Order of Support           | Filing in New Cause #<br>Facilitator Surcharge<br>Judicial Surcharges | 200.00<br>20.00<br>40.00<br><u>50.00</u><br>310.00 | 36.18.020(2)(a)<br>26.12.240<br>36.18.020(5)(c)<br>36.18.020(6) |
| Parentage Modification                                                     | Filing in Existing Case<br>Facilitator Surcharge                      | 36.00<br><u>20.00</u><br>56.00                     | 36.18.016(2)(a)<br>26.12.240                                    |

## Appeals

| Title                                                   | Service Provided                                                                                    | Fee                                       | RCW                                                             |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------|
| Appeals From Administrative Hearing Decision            | Filing<br>Judicial Surcharges                                                                       | 200.00<br>40.00<br><u>50.00</u><br>290.00 | 34.05.514<br>36.18.020(2)(c)<br>36.18.020(5)(c)<br>36.18.020(6) |
| Appeal From Court of Limited Jurisdiction-Civil case    | Filing (to be paid at lower court)<br>Judicial Surcharges                                           | 200.00<br>30.00<br><u>50.00</u><br>280.00 | 36.18.020(2)(b)<br>36.18.020(5)(b)<br>36.18.020(6)              |
| Appeal From Court of Limited Jurisdiction-Criminal Case | Filing (imposed when affirmed, dismissed, or upon failure to prosecute) (to be paid at lower court) | 200.00                                    | 36.18.020(2)(h)                                                 |
| Clerk's Papers                                          | Designation Reproduction                                                                            | per page<br>.50                           | 36.18.016(21)<br>RAP 9.7(a), 15.4(e)                            |
| Notice of Appeal to Appellate Court                     | Filing<br>Judicial Surcharge<br>(Payable to Jefferson County Clerk)                                 | 250.00<br><u>40.00</u><br>290.00          | 2.32.070<br>36.18.018(2)<br>36.18.018(4)<br>RAP 5.1(b)          |

|                                                                 |        |             |                           |
|-----------------------------------------------------------------|--------|-------------|---------------------------|
| Petition for Review of a Court of Appeals Decision Term. Review | Filing | 200.00      | 2.32.070                  |
| Transmittal of Record and Exhibits                              |        | Actual Cost | RAP 9.8(b)<br>RAP 15.4(e) |

## Civil

| Title                                                                                                                                         | Service Provided                                                                                     | Fee                                                 | RCW                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------------------|
| Abstract of Judgment                                                                                                                          | Filing<br>Preparation First page<br>Additional pages                                                 | 20.00<br>5.00<br>1.00                               | 36.18.012(2)<br>36.18.016(4)                                                   |
| Anti-harassment Petition/<br>Unlawful Harassment Petition<br><i>No fee if Stalking, Sexual conduct,<br/>Violence or Hate Crime threatened</i> | Filing<br>Forms at no cost                                                                           | 53.00                                               | 7.105.100(1)(f)<br>7.105.105(9)(b)<br>36.18.020(2)(d)                          |
| Change of Name (non-confidential)                                                                                                             | Filing Petition<br>Judicial Surcharges                                                               | 200.00<br>40.00<br><u>50.00</u><br>290.00           | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)                             |
| Civil Arbitration Fee                                                                                                                         | Note for Arbitration<br>Filing Initial Statement of Arbitrability                                    | 220.00<br><u>30.00</u><br><u>250.00</u>             | 7.06<br>36.18.016(25)<br>JCC 3.42 Art. III                                     |
| Civil Filing<br>*Petitions for/Relief from Duty to Register, and Restoration of Firearms outside the source case are civil filings.           | Filing<br>Judicial Surcharge<br><i>(Maximum jurisdiction in District Court is \$100K.)</i>           | 200.00<br>40.00<br><u>50.00</u><br>290.00           | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)                             |
| Civil Protection Order Petition<br>Anti-Harassment – see above<br>DV, Sexual Assault, Stalking<br>Vulnerable Adult, Extreme Risk              | Anti-Harassment petition, charge above. <i>All other CVPOs – no cost for forms, filing, service.</i> | None                                                | RCW 7.105.105(9)                                                               |
| Common Law Lien                                                                                                                               | Petition to Invalidate Lien                                                                          | 35.00                                               | 36.18.012(9)<br>60.70.060(3)                                                   |
| Counter Claim, per claim<br>Cross Claim, per claim<br>3 <sup>rd</sup> Party Claim, per claim<br><br>Exception:                                | Filing in Existing Case<br>Judicial Surcharge<br><br>Unlawful Detainer                               | 200.00<br>40.00<br><u>50.00</u><br>290.00<br>247.00 | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>36.18.012(5)             |
| Deeds of Trust, Surplus Funds from a Trustee's Sale                                                                                           | Filing<br>Judicial Surcharge                                                                         | 200.00<br>40.00<br><u>50.00</u><br>290.00           | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>61.24.080(3)             |
| Diking, Drainage & Sewerage Improvement District                                                                                              | Petition for Review                                                                                  | 200.00<br>40.00<br><u>50.00</u><br>290.00           | 36.18.020(2)(a)<br>36.18.020 (5)(c)<br>36.18.020(6)<br>85.15.110               |
| Election—Affidavit of Elector<br>Contesting Election of Person                                                                                | Filing<br>Judicial Surcharge                                                                         | 200.00<br>40.00<br><u>50.00</u><br>290.00           | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>29A.68.011<br>29A.68.030 |

|                                                                                                                                                              |                                                               |                                           |                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------|
| Emancipation of a Minor                                                                                                                                      | Filing                                                        | 50.00                                     | 13.64.020<br>36.18.014(2)                                            |
| Extension of Judgment                                                                                                                                        | Filing                                                        | 200.00                                    | 36.18.016(15)<br>6.17.020(3)                                         |
| Firearms - Petition to Restore Right to Possess<br><i>*case law allows filing in the criminal case, but only to resolve the loss of rights in that case.</i> | Filing<br>Judicial Surcharges                                 | 200.00<br>40.00<br><u>50.00</u><br>290.00 | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>9.41.047(3)    |
| Frivolous Claim Statute                                                                                                                                      | Filing Application for Order                                  | 35.00                                     | 36.18.016(18)<br>60.04.081(3)                                        |
| Foreign Judgment or Decree<br>(If Domestic, see that section)                                                                                                | Filing<br>Judicial Surcharges                                 | 200.00<br>40.00<br><u>50.00</u><br>290.00 | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)                   |
| Judicial Review                                                                                                                                              | Filing<br>Judicial Surcharges                                 | 200.00<br>40.00<br><u>50.00</u><br>290.00 | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)                   |
| Jury Demand<br><i>*See Emright vs King County 96 Wn. 2d 538, 637 – Non-refundable even if settled pre-trial</i>                                              | 12 Member Jury<br>6 Member Jury                               | 250.00<br>125.00                          | 36.18.016(3)(a)                                                      |
| Land Use Petition                                                                                                                                            | Filing<br>Judicial Surcharges                                 | 200.00<br>40.00<br><u>50.00</u><br>290.00 | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>36.70C.040(1)  |
| Legal Newspaper                                                                                                                                              | Petition and Order<br>Judicial Surcharges                     | 200.00<br>40.00<br><u>50.00</u><br>290.00 | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>65.16.040      |
| Minor to Marry (under 17 years)                                                                                                                              | Petition and Order                                            | 50.00                                     | 26.04.010 (2)<br>36.18.014(2)<br>36.18.050                           |
| Minor Work Permit (under 14 years)                                                                                                                           | Petition and Order                                            | 50.00                                     | 28A.225.080<br>26.28.060<br>36.18.050                                |
| Miscellaneous Doc., not related to a case, but required/permitted to be filed with the clerk                                                                 | Filing                                                        | 20.00                                     | 36.18.012(3)                                                         |
| Notice of debt due crime victims<br><i>To be added to execution docket</i>                                                                                   | Filing Fee<br>Judicial Surcharges                             | 200.00<br>40.00<br><u>50.00</u><br>290.00 | 36.18.020(2)(e)<br>36.18.020(5)(c)<br>36.18.020(6)<br>7.68.120(2)(b) |
| Property Taxes, Certification of Delinquency, Application For Judgment                                                                                       | Each Contestant at Time of Filing Appeal                      | 2.00                                      | 84.64.040<br>84.64.120                                               |
| Relief from Duty to Register as a Sex Offender                                                                                                               | Filing<br>Judicial Surcharges                                 | 200.00<br>40.00<br><u>50.00</u><br>290.00 | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>9A.44.142      |
| Restrictive Covenant                                                                                                                                         | Petition to Strike Discriminatory Provision re: real property | 20.00                                     | 36.18.012(6)<br>49.60.227                                            |

|                                                                                                                                                                                                                                                    |                                                                                                                                                                               |                                                                              |                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Sexually Violent Predator                                                                                                                                                                                                                          | Filing Petition for Civil Commitment<br>Judicial Surcharge<br>(County Reimbursement)                                                                                          | 200.00<br>40.00<br><u>50.00</u><br>290.00                                    | 36.18.020(2)(a)<br>36.18.020(5)(c), 6<br>71.09.030(b)<br>388-885 WAC       |
| Supplemental Proceedings<br>(Examination of Judgment Debtor<br>in existing case)                                                                                                                                                                   | Filing                                                                                                                                                                        | 20.00                                                                        | 36.18.016(7)                                                               |
| Transcript of Judgment                                                                                                                                                                                                                             | Filing                                                                                                                                                                        | 20.00                                                                        | 36.18.012(2)                                                               |
| Trial de Novo                                                                                                                                                                                                                                      | Request for trial de novo                                                                                                                                                     | 400.00                                                                       | 7.06<br>36.18.016(26)<br>JCC 3.42 Art. III                                 |
| Unlawful Detainer, Residential<br><br><i>At the Plaintiff's option, they may pay \$85.00 to open a case pending filing of an answer or entry of an order; or they may pay \$197.00, the full fee to open a residential unlawful detainer case.</i> | 1. Original Filing<br>Includes State Judicial Stabilization Surcharge.<br>2. Upon Filing of Answer or any Order, other than Default Orders. Balance due from <b>Plaintiff</b> | 45.00<br>40.00<br><u>50.00</u><br>135.00<br><br>+<br><u>112.00</u><br>247.00 | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br><br><br>36.18.012(4) |
| Unlawful Detainer, Non-residential                                                                                                                                                                                                                 | Filing<br>Judicial Surcharges                                                                                                                                                 | 200.00<br>40.00<br><u>50.00</u><br>290.00                                    | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)                         |
| Warrant for unpaid taxes for overpayment of benefits by any agency of State of Wash.                                                                                                                                                               | Filing                                                                                                                                                                        | 20.00                                                                        | 36.18.012(10)<br>36.18.050<br>82.38.235                                    |
| Water Rights Statement                                                                                                                                                                                                                             | Filing                                                                                                                                                                        | 25.00                                                                        | 36.18.016(17)<br>90.03.180                                                 |
| Water System Requirements<br>(Enforcement of)                                                                                                                                                                                                      | Filing of Certified Copy of Administrative Order<br>Judicial Surcharges                                                                                                       | 200.00<br>40.00<br><u>50.00</u><br>290.00                                    | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br><br>70.125.040(3)    |
| Writs - Attachment<br>- Garnishment<br>- Execution on Real Property<br>- Restitution<br>- Subpoena                                                                                                                                                 | Each Filing<br>NOTE: Writs must be issued by the Clerk in Superior Court per RCW 6.27.020 (1) and (2).                                                                        | 20.00                                                                        | 36.18.016(6)<br>36.18.050                                                  |

### **Domestic**

| <b>Title</b>                                                                                          | <b>Service Provided</b>                                | <b>Fee</b>                                         | <b>RCW</b>                                                      |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------|
| Committed Intimate Relationship<br>(formerly Meretricious Relationship)<br><br>(Filed as Case Type 3) | Filing<br>Judicial Surcharges<br>Facilitator Surcharge | 200.00<br>40.00<br>50.00<br><u>20.00</u><br>310.00 | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>26.12.240 |

|                                                                                     |                                                                                                                     |                                                             |                                                                                                      |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Counter Petition<br>Cross Claim<br>3 <sup>rd</sup> Party Claim<br><br>Exception:    | Filing in Existing Case<br>Judicial Surcharges<br>Facilitator Surcharges                                            | 200.00<br>40.00<br>50.00<br><u>20.00</u><br>310.00          | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>36.18.016(16)/<br>26.12.240                    |
|                                                                                     | In Modification Case<br>filed in original<br>Domestic file                                                          | 36.00<br><u>20.00</u><br>56.00                              | 36.18.016(2)(a)<br>36.18.016(16)/<br>26.12.240                                                       |
| Domestic Relations<br>(Dissolution, Legal Separation,<br>Invalidity of Marriage)    | Filing<br>Domestic Violence<br>Surcharge<br>Judicial Surcharges<br>Facilitator Surcharge                            | 200.00<br>54.00<br>40.00<br>50.00<br><u>20.00</u><br>364.00 | 36.18.020(2)(a)<br>36.18.016(2)(b)<br>36.18.020(5)(c)<br>36.18.020(6)<br>36.18.016(16)/<br>26.12.240 |
| Parentage – Paternity/Challenge/<br>Parenting Plan/Support<br>Uniform Parentage Act | Filing<br>Judicial Surcharges<br>Facilitator Surcharge                                                              | 200.00<br>40.00<br>50.00<br><u>20.00</u><br>310.00          | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>36.18.016(16)/<br>26.12.240                    |
| Family Court Facilitator                                                            | Fee for Services (User Fee)                                                                                         | 20.00                                                       | 26.12.240<br>36.18.016(16)                                                                           |
| Modification of Decree or Final<br>Orders in a Family Law Action                    | Filing in Existing Jefferson<br>County Case<br>Facilitator Surcharge                                                | 36.00<br><u>20.00</u><br>56.00                              | 36.18.016(2)(a)<br>36.18.016(16)/<br>26.12.240                                                       |
|                                                                                     | New Filing<br>Modification of Decree,<br>Originally Filed Elsewhere<br>Judicial Surcharges<br>Facilitator Surcharge | 200.00<br>40.00<br>50.00<br><u>20.00</u><br>310.00          | 36.18.020(2)(a),<br>36.18.020(5)(c)<br>36.18.020(6)                                                  |
| Foreign (Out of State) Custody<br>Decree and/or Judgment                            | Filing to Enforce or<br>Modify<br>Judicial Surcharges<br>Facilitator Surcharge                                      | 200.00<br>40.00<br>50.00<br><u>20.00</u><br>310.00          | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>26.12.240                                      |
| Relative Child Visitation                                                           | Filing<br>Judicial Surcharges<br>Facilitator Surcharge                                                              | 200.00<br>40.00<br>50.00<br><u>20.00</u><br>310.00          | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>26.12.240                                      |
| Relocation Notice                                                                   | Filing only the Notice (no<br>accompanying paperwork)                                                               | No charge                                                   | 26.09.440                                                                                            |

|                                                                                                                       |                                                                           |                                                    |                                                                 |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------|
| Objection to Notice of Relocation<br>-or-<br>Petition for Modification of<br>Parenting Plan pursuant to<br>Relocation | Filing in Existing Jefferson<br>County Case<br>Facilitator Surcharge      | 36.00<br><u>20.00</u><br>56.00                     | 36.18.016(2)(a)<br>36.18.016(16)/<br>26.12.240                  |
| New Filing or Filing in Existing<br>Case, Originally Filed Elsewhere                                                  | Filing<br>Judicial Surcharges<br>Facilitator Surcharge                    | 200.00<br>40.00<br>50.00<br><u>20.00</u><br>310.00 | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>26.12.240 |
| Title 26 Guardian Ad Litem<br>paid by case parties                                                                    | Fees all set annually by the<br>court                                     | Contact<br>the Court                               | LGALR 1.11                                                      |
| Wage Assignment, Spousal<br>Maintenance or Child Support                                                              | Filing of Original Action<br>Judicial Surcharges<br>Facilitator Surcharge | 200.00<br>40.00<br>50.00<br><u>20.00</u><br>310.00 | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>26.12.240 |

### **Probate, Guardianship, Conservatorship**

| <b>Title</b>                                                                                    | <b>Service Provided</b>                                                      | <b>Fee</b>                                            | <b>RCW</b>                                                          |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------|
| Certificate of Qualification                                                                    | Issuance (Form K)                                                            | 5.00                                                  | 36.18.016(9)                                                        |
| Certified Copy of Letters<br>(Administration, Testamentary,<br>Guardianship)                    | Certified Copy/Issue<br>Letters                                              | 5.00                                                  | 36.18.016(9)                                                        |
| Counter Claim, per claim<br>Cross Claim, per claim<br>3 <sup>rd</sup> Party Claim, per claim    | Filing in Existing Case<br>State Judicial Surcharges                         | 200.00<br>40.00<br><u>50.00</u><br>290.00             | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)                  |
| Escheat - Probate Proceedings                                                                   | Filing Claim<br>Judicial Surcharges<br><br>Filing Revenue Dept.<br>Affidavit | 200.00<br>40.00<br><u>50.00</u><br>290.00<br><br>2.00 | 36.18.020(2)(f)<br>36.18.020(5)(c)<br>36.18.020(6)<br><br>11.08.300 |
| Estate (Probate)                                                                                | Filing<br>Judicial Surcharges                                                | 200.00<br>40.00<br><u>50.00</u><br>290.00             | 36.18.020(2)(f)<br>36.18.020(5)(c)<br>36.18.020(6)<br>11.12         |
| Guardianship/Conservatorship<br>(No fee for Attorney General)<br>(No fee if worth under \$3000) | Filing<br>Judicial Surcharges                                                | 200.00<br>40.00<br><u>50.00</u><br>290.00             | 36.18.020(2)(f)<br>36.18.020(5)(c)<br>36.18.020(6)<br>11.130.170    |

|                                                                                                                                              |                                                                                                     |                                                    |                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------|
| Guardianship – Petition by/for Vulnerable Youth<br>See RCW 13.90                                                                             | Filing                                                                                              | No fee                                             | 13.90.020(4)                                                             |
| Letters of Office – Testamentary, Administration, Guardianship, Conservatorship                                                              | Issuance of Original for filing (includes one certified original to user)<br>Each additional Letter | 5.00<br>5.00                                       | 36.18.016(9)                                                             |
| Minor Guardianship<br><br>No fee if petitioner is child's relative                                                                           | Filing<br>Judicial Surcharges<br>Facilitator Surcharge                                              | 200.00<br>40.00<br>50.00<br><u>20.00</u><br>310.00 | 36.18.020(2)(a)<br>36.18.020(5)(c)<br>36.18.020(6)<br>26.12.240          |
| Non-Judicial Resolution (Binding TEDRA agreement filed in an existing case.) Petition not needed.                                            | Petition, Agreement or Memorandum in existing case                                                  | 20.00                                              | 11.96A.220,<br>36.18.012(8)                                              |
| Non-Probate Notice to Creditors<br>( <i>Notice to Creditors to be filed in Probate action, if Probate has been filed. RCW 11.40.020(2)</i> ) | Filing<br>Judicial Surcharges                                                                       | 200.00<br>40.00<br><u>50.00</u><br>290.00          | 11.42.010(3)(a)(i)<br>36.18.020(2)(f)<br>36.18.020(5)(c)<br>36.18.020(6) |
| Petition Objecting to Non-Judicial Resolution                                                                                                | Filing<br>Judicial Surcharges                                                                       | 200.00<br>40.00<br><u>50.00</u><br>290.00          | 36.18.020(2)(g)<br>36.18.020(5)(c)<br>36.18.020(6)                       |
| Petition Contesting Will (TEDRA)                                                                                                             | Filing<br>Judicial Surcharges                                                                       | 200.00<br>40.00<br><u>50.00</u><br>290.00          | 36.18.020(2)(g)<br>36.18.020(5)(c)<br>36.18.020(6)                       |
| Petition To Admit Rejected Will                                                                                                              | Filing<br>Judicial Surcharges                                                                       | 200.00<br>40.00<br><u>50.00</u><br>290.00          | 36.18.020(2)(g)<br>36.18.020(5)(c)<br>36.18.020(6)                       |
| TEDRA, Non-Judicial Binding Agreement in existing case                                                                                       | Filing                                                                                              | 20.00                                              | 36.18.012(8)                                                             |
| TEDRA Non-Judicial Binding Agreement, filed as new case, TEDRA summons and petition                                                          | Filing<br>Judicial Surcharges                                                                       | 200.00<br>40.00<br><u>50.00</u><br>290.00          | 11.96A.090<br>36.18.020(2)(g)<br>36.18.020(5)(c)<br>36.18.020(6)         |
| Trust, Registration                                                                                                                          | Filing<br>Judicial Surcharge                                                                        | 200.00<br>40.00<br><u>50.00</u><br>290.00          | 11.98.005(2)(a)<br>36.18.020(2)(g)<br>36.18.020(5)(c)<br>36.18.020(6)    |
| Will Only, or Codicil (after death - no probate to be filed)                                                                                 | Filing                                                                                              | 20.00                                              | 36.18.012(7)<br>36.18.016(28)                                            |
| Will Repository, Sealed                                                                                                                      | Filing – each will & codicil                                                                        | 20.00                                              | 11.12.260<br>36.18.016(28)                                               |

## Miscellaneous

| <b>Title</b>                                                                         | <b>Service Provided</b>                                                                                                                                                    | <b>Fee</b>                           | <b>RCW</b>                       |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------|
| Administration of an oath                                                            | Per seal on document requiring signature of clerk                                                                                                                          | 2.00                                 | 36.18.016(5)                     |
| Approving Bonds, in other than civil or probate                                      |                                                                                                                                                                            | 2.00                                 | 36.18.016(8)                     |
| Authenticated or Exemplified Certificate                                             | Certificate \$2.00 per additional seal (in addition to certified copy fees for documents attached to certificate - \$5.00 1 <sup>st</sup> page \$1.00 per page thereafter) | 9.00<br>Plus per page copies<br>1.00 | 36.18.016(4)                     |
| Certified Copies of Case Documents (with seal)                                       | 5.00 for the first page and 1.00 per page thereafter                                                                                                                       | 5.00<br>1.00                         | 36.18.016(4)                     |
| Customer requests via the mail                                                       | Handling fee (mailing items when SASE is not provided)                                                                                                                     | 7.00                                 | 42.56.070<br>JCC 3.80            |
|                                                                                      | Postage (mailing when SASE is not provided)                                                                                                                                | 3.00                                 | 42.56.070<br>JCC 3.80            |
| Non Certified Copies of Case Documents                                               | Prepared by staff                                                                                                                                                          | .50 per page                         | 36.18.016(4)                     |
| Electronic Copies of Case Documents via E-mail, etc.                                 |                                                                                                                                                                            | .25 per page                         | 36.18.016(4)                     |
| Copies of Case Documents on CD                                                       |                                                                                                                                                                            | 25.00/CD<br>+.25/page                | 36.18.016(4)                     |
| Copies (not case documents)                                                          | Prepared by staff or public                                                                                                                                                | .25 per page                         | 42.56.120                        |
| Copies of Reports                                                                    |                                                                                                                                                                            | Variable                             | 36.18.016(22)                    |
| Notices, Summons, Subpoenas, Certificates of Deposition for Out of State Depositions | Issuance                                                                                                                                                                   | 20.00                                | 36.18.050                        |
| Change of Venue                                                                      | Filing fee                                                                                                                                                                 | 200.00                               | 4.12.090                         |
| Prepare Change of Venue                                                              | State Judicial Surcharge                                                                                                                                                   | 40.00                                | 4.12.100                         |
|                                                                                      | (made payable to clerk of county where case is being transferred)                                                                                                          | <u>50.00</u>                         | 36.18.020(2)(a)                  |
|                                                                                      | -and-                                                                                                                                                                      | 290.00                               | 36.18.020(5)(c)                  |
|                                                                                      | Preparation of file                                                                                                                                                        | 20.00                                | 36.18.020(6)                     |
|                                                                                      | per page charges                                                                                                                                                           | .50 a page                           | CR 82(d)                         |
|                                                                                      | Certificate                                                                                                                                                                | 2.00                                 | 36.18.016(19)                    |
|                                                                                      | Shipping                                                                                                                                                                   | Actual cost                          | 36.18.016(4)                     |
|                                                                                      | Certified copies as needed                                                                                                                                                 | 5.00/1.00                            | 36.18.016(5)                     |
|                                                                                      | Duplicated Recordings of Court Proceedings                                                                                                                                 | 25.00                                | 36.18.016(4)                     |
|                                                                                      | Video electronically shared                                                                                                                                                | 25.00                                | 36.18.016(13)                    |
| Executing Certificates                                                               | With or without seal                                                                                                                                                       | 2.00                                 | 36.18.016(5)                     |
| Ex Parte Order                                                                       | Presentation of Order                                                                                                                                                      | 30.00                                | 36.18.016(12)                    |
| Extension of Judgment                                                                | Filing                                                                                                                                                                     | 200.00                               | 6.17.010; 9.94A<br>36.18.016(15) |
| Fax Fees                                                                             | Receiving faxed documents - 1 <sup>st</sup> page                                                                                                                           | 5.00                                 | 36.18.016(20)                    |
|                                                                                      | Thereafter                                                                                                                                                                 | 1.00                                 |                                  |

|                                                                                                            |                                                                       |                           |                                                      |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------|------------------------------------------------------|
| Fees In Special Cases - where no fee is provided for.                                                      | Fees similar and equal to those allowed for services of the same kind | Variable                  | 36.18.050                                            |
| Filing of Papers Not Related to Litigation/No Other Amt. Specified                                         | Filing                                                                | 20.00                     | 36.18.012(3)                                         |
| Investment Service Fee - if Written Request Received for Service                                           | Service Fee for Interest Investments                                  | 5% of Income Earned       | 36.48.090<br>36.18.016(23)                           |
| Reports & Copies Produced at the Local Level as Permitted by 2.68.020 and Supreme Court Policy             | Copies and Reports                                                    | Variable                  | 36.18.016(22)                                        |
| Searching Records and Issuing a Written Report/Special Services                                            | Per Hour or Portion of an Hour                                        | 30.00                     | 36.18.016(11)                                        |
| Cost of non-statutory services rendered by clerk by authority of local ordinance or policy must be charged |                                                                       |                           | 36.18.016(24)                                        |
| Notice of debt due crime victims<br>-To be added to execution docket                                       | Filing Fee<br>Judicial Surcharge                                      | 200.00<br>40.00<br>240.00 | 7.68.120(2)(b)<br>36.18.020(2)(e)<br>36.18.020(5)(c) |
| NSF Fee - per check                                                                                        |                                                                       | 30.00                     | County Ordinance<br>36.18.016(24)                    |

**Potential Adult Criminal/Juvenile Offender Assessments**  
**Upon Conviction or Plea of Guilty**

| <b>Title</b>                              | <b>Service Provided</b>                                                   | <b>Fee</b>       | <b>RCW</b>                                |
|-------------------------------------------|---------------------------------------------------------------------------|------------------|-------------------------------------------|
| Crime Victim Penalty Assessment/Adults    | Felony or Gross Misdemeanor<br>Misdemeanor                                | 500.00<br>250.00 | 7.68.035(1)(a)                            |
| Crime Victim Penalty Assessment/Juveniles | Upon conviction of a most serious offense or sex offense                  | 100.00           | 7.68.035(1)(b)                            |
| Criminal Filing Fee                       | Upon Conviction, Failure to Prosecute appeal or Affirmation of Conviction | 200.00           | 10.01.160<br>36.18.020(2)(h)              |
| Costs - Generally                         | Actual                                                                    | Variable         | 10.01.160<br>10.46.190<br>10.64.015       |
| Costs – Attorney Fees                     | Actual                                                                    | Variable         | 10.01.160<br>10.64.015                    |
| Costs - Incarceration                     | Upon conviction – per day                                                 | 50.00            | 9.94A.760(2)                              |
| Costs - Jury Fees                         | Upon conviction<br>- 12 member Jury<br>- 6 member jury                    | 250.00<br>125.00 | 10.01.160<br>10.46.190<br>36.18.016(3)(b) |
| Costs – Sheriff’s Fees                    | Actual                                                                    | Variable         | 10.01.160<br>10.46.190<br>36.18.040       |
| Costs – Warrant Fees                      | For processing Bench Warrant                                              | 100.00           | 10.01.160(2)                              |

|                                        |                        |          |                        |
|----------------------------------------|------------------------|----------|------------------------|
| Costs – Witness Fees paid by defendant | Actual                 | Variable | 10.01.160<br>10.64.015 |
| Costs – Witness Fees paid by State     | Upon felony conviction | Variable | 10.46.230              |
| Criminal Lab Analysis Fee              | Upon conviction        | 100.00   | 43.43.690              |

|                           |                                                           |          |                                           |
|---------------------------|-----------------------------------------------------------|----------|-------------------------------------------|
| Domestic Violence Penalty | Upon Conviction                                           | 100.00   | 10.99.080                                 |
| Extension of Judgment     | For Processing<br>Extension                               | 200.00   | 6.17.020<br>9.94A.760(5)<br>36.18.016(15) |
| Fines                     | As ordered by the Court                                   | Variable | 9.94A.550                                 |
| Restitution               | As ordered by Court,<br>payable before all other<br>LFO's | Variable | 9.94A.750<br>9.94A.753                    |
| Toxicology Lab            | Upon conviction or<br>deferred prosecution                | 125.00   | 46.61.5054                                |

## FEE EXEMPTIONS

| Category                                           | Description                                                                                                                                                                                                                                     | RCW                              |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| ABSTRACTS                                          | To Department of Licenses<br>County Clerks filing to collect LFO's                                                                                                                                                                              | AGO 61-62 #136<br>36.18.020(4)   |
| ADOPTION                                           | No filing fee if filed under another Petition already<br>pending under Chapter 26.33 RCW<br>Preplacement report filed prior to petition for<br>adoption (Fee collected upon filing of Petition.)<br>Revocation of Consent pursuant to 26.33.160 | 26.33.030(2)<br><br>26.33.190(5) |
| ANTI-HARASSMENT                                    | No charge for forms and brochures. No filing fee<br>if related to stalking, sex offense, hate crimes,<br>threats of violence.                                                                                                                   | 7.105.105(9)                     |
| APPEALS TO<br>SUPREME COURT OR<br>COURT OF APPEALS | By state or municipality<br><br>By indigent party                                                                                                                                                                                               | 2.32.070<br><br>4.88.330         |
| APPEALS,<br>CRIMINAL RALJ                          | No initial filing fee - See Criminal                                                                                                                                                                                                            | 36.18.020(2)(b)                  |
| ATTORNEY<br>GENERAL                                | Exempt from filing fees relating to paternity or<br>support                                                                                                                                                                                     | 74.20.300                        |
| BALLOT TITLE                                       | No charge to either party                                                                                                                                                                                                                       | 29A.36.090                       |
| CERTIFICATE OF<br>DELINQUENCY                      | No cost to Treasurer                                                                                                                                                                                                                            | 84.64.050(4)                     |
| CHILD SUPPORT<br>PETITIONS                         | No filing fee if filed by State of Washington                                                                                                                                                                                                   | 26.18.040(2)<br>74.20.300        |
| CLERK                                              | No fee for Extension of Judgment                                                                                                                                                                                                                | 6.17.020(4)                      |
| CONDEMNATION<br>(Eminent Domain)                   | No fee for school districts, except on appeal                                                                                                                                                                                                   | 8.16.150                         |
| CRIMINAL                                           | No fee for filing – but costs assessed upon failure<br>to prosecute RALJ appeal or affirmance of lower<br>court conviction, unless indigent                                                                                                     | 36.18.020(2)(h)                  |

| Category                             | Description                                                                                                                                                                                                      | RCW                              |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| DISCLAIMER OF INTEREST               | Upon deposit of money/property (required) - No costs to determine conflicting claims of property (costs may be assessed by court)                                                                                | 4.08.170                         |
| DOMESTIC VIOLENCE                    | No charge for forms, brochures or obtaining Protection Orders                                                                                                                                                    | 7.105.105((9)(a)<br>36.18.020(3) |
| DOMESTIC VIOLENCE                    | No charge for filing or service of process; No charge for certified copies to petitioners                                                                                                                        | 7.105.105((9)(a)                 |
| DSHS                                 | See Social and Health Services, Department of                                                                                                                                                                    |                                  |
| EMANCIPATION                         | No charge for one certified copy of Decree to Petitioner                                                                                                                                                         | 13.64.050(3)                     |
| EMINENT DOMAIN                       | See Condemnation                                                                                                                                                                                                 |                                  |
| EMPLOYMENT SECURITY                  | (Judicial Review on Unemployment Compensation)<br>- No fees of any kind chargeable to individuals<br>- No fees for department for any clerks services                                                            | 50.32.110                        |
| FORMS AND BROCHURES                  | No fee for forms and brochures under the Domestic Violence Act                                                                                                                                                   | 36.18.020 (3)<br>7.105.105       |
| FILING, FORMS AND BROCHURES          | No fee for forms and brochures under the Civil Protection Orders Act                                                                                                                                             | 7.105.105(9)                     |
| GUARDIANSHIP or LIMITED GUARDIANSHIP | - No fee for filing when assets less than \$3,000.00<br>- No prepayment when filed by AG - may be ordered to be paid by estate                                                                                   | 11.130.170                       |
| IRRIGATION DISTRICT                  | No fee for Oath of Commissioner/Board Member of Joint Irrigation District                                                                                                                                        | 87.80.100                        |
| IN FORMA PAUPERIS                    | Waiver of filing fee due to financial hardship                                                                                                                                                                   | 7.36.250; GR 34                  |
| INSURANCE COMMISSIONER               | Exempt from filing fees                                                                                                                                                                                          | 48.31.230                        |
| JUVENILE COURT MATTERS               | No filing fees for any Title 13 cases, i.e. Truancy, Dependency, Termination of Parental Rights, Guardianship for Vulnerable Youth, Youth at Risk, Children in Need of Services                                  | 13.04.160                        |
| LABOR & INDUSTRIES                   | No filing fee to file complaint to prosecute for collection of wage assignments                                                                                                                                  | 49.48.040(2)                     |
| MENTAL ILLNESS                       | No jury fee<br>No filing fee - Petition for involuntary treatment<br>No fee for Family/Guardian Filing Petition for Initial Detention (Joel's Law) (effective 7-24-2015) (County to be reimbursed by the State.) | MPR 3.3<br>71.05.730             |
| PARENTING PLAN                       | A petition to establish a parenting plan in order to resolve a dependency requires no filing fee if the parents have been found indigent in the dependency.                                                      | 13.34.155(3)                     |
| PROPERTY                             | Filing to determine conflicting claims, see DISCLAIMER OF INTEREST                                                                                                                                               |                                  |
| PROSECUTOR                           | Exempt from filing or copies fees related to paternity or support                                                                                                                                                | 74.20.300                        |
| PROSECUTOR (State of WA)             | No fees for "certified copies related to criminal convictions"                                                                                                                                                   | 9.94A.500(1)                     |

| Category                  | Description                                                                                                                                                                                                                                                       | RCW                                          |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| PROSECUTOR                | No fee to file appeal in Court of Appeals                                                                                                                                                                                                                         | 2.32.070                                     |
| PROTECTION ORDERS         | No fee for forms, filing, service or copies for Domestic Violence, Sexual Assault, Stalking, Hate Crime, Vulnerable Adult or Extreme Risk Protection Orders                                                                                                       | 7.105.105((9)<br>74.34.310                   |
| PUBLIC ASSISTANCE         | See Social & Health Services, Department of (Judicial Review)                                                                                                                                                                                                     |                                              |
| RECIPROCAL (URES)         | See UIFSA                                                                                                                                                                                                                                                         |                                              |
| RELINQUISHMENT OF A CHILD | No filing fee to a department, agency or prospective adoptive parent under RCW 26.33.080                                                                                                                                                                          | 36.18.020(3)                                 |
| SERVICE PERSONNEL         | No fees for copies to service personnel of US armed forces (for determining entitlements to family allowances and other benefits)                                                                                                                                 | 73.04.120                                    |
| SEX OFFENDER RECORDS      | Law enforcement agencies exempt from fees for certified copies of the Judgment and Sentence, Information, Affidavit of Probable Cause, and/or the Notice of Requirement to Register, of a sex offender convicted in a Washington court                            | 36.18.016(27)                                |
| SOCIAL & HEALTH SERVICES  | Judicial review, no filing fees for individuals<br>Exempt from filing and copy fees relating to paternity or support                                                                                                                                              | 74.08.080(3)(a)<br>74.20.300                 |
| SUPPORT ENFORCEMENT       | (DSHS) Exempt from filing and copy fees relating to paternity or support (also see UIFSA)                                                                                                                                                                         | 74.20.300                                    |
| UIFSA                     | (Uniform Interstate Family Support Act)<br>No filing fee - fees may be assessed                                                                                                                                                                                   | 26.21A.260                                   |
| UNEMPLOYMENT COMPENSATION | See Employment Security                                                                                                                                                                                                                                           |                                              |
| URES                      | See UIFSA                                                                                                                                                                                                                                                         |                                              |
| TERMINATION               | No fee for Petition of Relinquishment per 26.33.080                                                                                                                                                                                                               | 36.18.020(3)                                 |
| VETERANS                  | (Marital Status) No fees for copies for family or legal representative of deceased for VA or other governmental agencies when required in connection with any claim pending before Veterans' Bureau or governmental agency administering benefits to war veterans | 73.04.120                                    |
| VETERANS                  | (Pension, Bounty, Back Pay) No fee for administering oaths, preparing official certificate or perfecting a voucher to procure a pension, bounty or back pay for Honorably Discharged, or spouse, orphan or legal representative                                   | 73.04.010<br><br>S. 328[8 U.S.C. 1439](b)(4) |
| VULNERABLE ADULTS         | No filing fee or charge for forms and instructions, copies or filing for Vulnerable Adult Protection Orders                                                                                                                                                       | 7.105.105(9)                                 |
| WAGE CLAIM ASSIGNMENTS    | Court costs by L & I for Prosecution                                                                                                                                                                                                                              | 49.48.040(2)                                 |

Limited Partnerships now filed with Secretary of State.

Certificates of Osteopath, Osteopathy Surgery, Chiropractors, Chiropody, Optometry, etc., now filed with Department of Licenses.

- Fees to be charged to all cities, other counties, other states, unless specifically stated by statute.
- Fees to be charged to all state agencies unless there is a specific statutory authority (98 Wn2d 606).
- No statutory authority to NOT charge federal agencies except U.S. Immigration and V.A.
- Fees to be paid in advance except for state and county (36.18.060).
- (Clerk's Office can voucher the state and municipalities)