

Records Maintained by the County Clerk

The Clerk's office is responsible for maintaining the records of the Superior Court. These records include filings within the following case types:

- Appeals/Review from lower courts or administrative agencies
- Contract-commercial cases
- Property rights cases
- Torts
- Some types of writ petitions
- Injunctions, interpleaders
- Probate and guardianship cases
- Adoption and parentage cases
- Domestic Relations cases
- Mental Illness cases
- Criminal Felony cases
- Juvenile Offender cases

Accuracy and efficiency are critical in the Clerk's office, as even the slightest error or omission in marking evidence, indexing, posting or filing the legal documents, or error in disbursing funds could affect the life of property of a private citizen.



Washington
State
Association
of County
Clerks

The County Clerk is an elected official provided for in the Washington State Constitution Article IV, Sec 26.

The County Clerk is the administrative and financial officer of Superior Court.

The three branches of county government are Executive, Judicial and Legislative and the Clerk position is an Executive branch position.

As an independently elected official, the Clerk reserves for the public unrestrained access to a fair, accurate, and independently established record of the opinions, decision and judgments of the court.



Administrator of Court

Records and Exhibits: The Clerk Receives, processes and preserves forever all documents presented in a Superior Court cause of action.

Financial Officer for the Courts:

As the court’s agent, the Clerk collects statutory fees, fines, trust and support funds; maintains a trust account for monies received; disburses monies as ordered by the court and further provides an investment plan for monies held. Collection, accounting, and investment of court monies is done to ensure that the interests of the public and the county are secured.

Departmental Administrator:

As the administrator of a county department, the Clerk has the responsibility to establish office policies and procedures, oversee the budget and maintain the established guidelines and policies of the Board of County Commissioners.

Quasi-judicial Officer:

The Clerk serves a quasi-judicial function. In this function, the Clerk must review court documents for possible errors, perform acts required by law, issue letters testamentary, warrants of arrest, orders of sale, writs of execution, garnishment, attachments, restitution and set up judgments.

Ex-Officio Clerk of the Court:

Under the Constitution of the State of Washington, the Clerk Has the title of “ex-officio clerk of the court.” This requires the Clerk’s presence at court sessions for the purpose of establishing an independent record of each hearing called “minutes” which are available to the public. The Clerk must also be present at every court hearing or trial to receive and keep a record of all exhibits (evidence) entered by the parties.