

## **ISLAND COUNTY COURTHOUSE FILING INSTRUCTIONS**

- A. Note whether **NEXT DAY** or **SAME DAY!!!**
- B. Determine if 2 or 3 sets of each set of documents need to be printed.
- C. Respond to the text (SMS) or email sent to you indicating whether you can commit to delivering documents by the specific date & time ASAP.

## PREPARATION & ORGANIZATION INSTRUCTIONS

Print the number of requested sets of documents. **Staple** the *individual pleading* separately.

If they are too thick the clip type shown below is allowed.



Regular paper clips are **not** allowed.



Please very careful to keep each set separate.

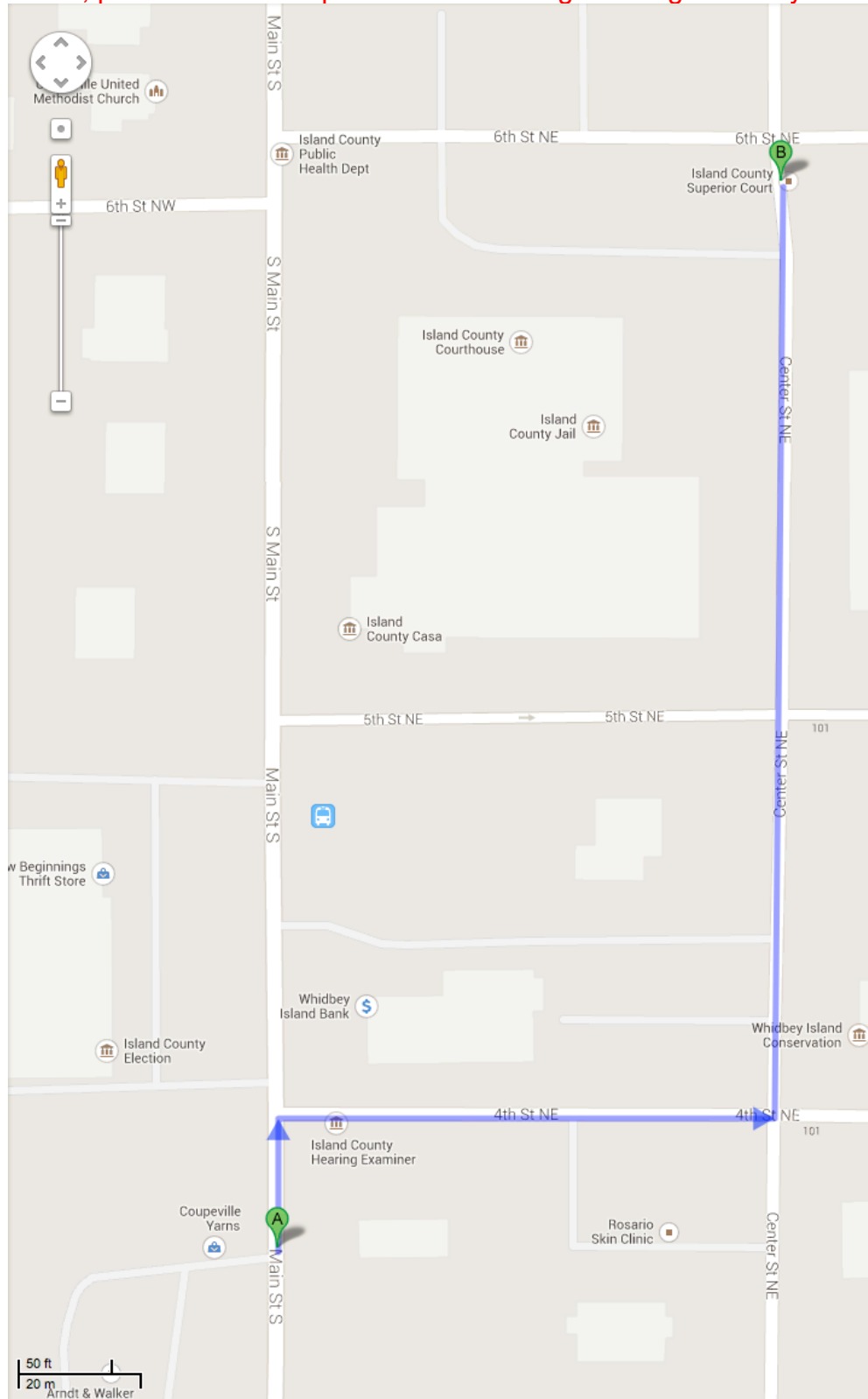
Organize the documents into complete sets (usually 2 or 3 sets).



## DELIVERY INSTRUCTIONS

**The Courthouse is located at 101 NE 6<sup>th</sup> Street**

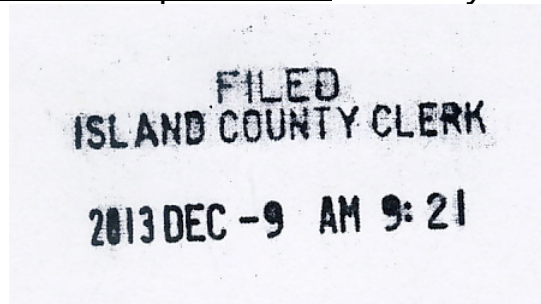
Leave mace, pocketknives and prohibited items to get through security checkpoint.



- ✓ Go to the first counter on the left as soon as you walk into the building



- ✓ 1st set of stapled pleadings needs to be conformed by the electric "Date & Time" stamp machine on every first page.



- ✓ Place the 1st set of stamped (conformed) documents into the designated tray in accordance to the instructions below. Ask for help from the Court Clerk if you have any uncertainty. They are really nice 😊

The legal documents are identified by a **Case Number**

XX-**X**-XXXXX-X.

The 3<sup>rd</sup> digit will identify the type of case the document is.

**Court**

SUPERIOR COURT OF WASHINGTON  
FOR KING COUNTY

**Case Number**

**Title & Statutes**

**Header (above line)**

Estate of  
**Caption**  
GEORGE WASHINGTON,  
Deceased.

**NO.**  
PETITION FOR  
PROBATE OF WILL,  
LETTERS TESTAMENTARY, &  
NONINTERVENTION POWERS  
(RCW 11.20.020 & 11.68.011)

**Body (below line)**

In accordance with RCW 9A.72.085, I declare under penalty of perjury under the laws of the State of Washington that the following is true and correct to the best of my knowledge.

1. **Decedent.** Decedent died testate on January 1, 2003, was then a resident of King County, Washington, and left property in this state subject to probate.

2. **Will.** Decedent's last Will dated December 31, 1999, has been filed in these proceedings. Decedent signed the Will on that date while competent, and its subscribing witnesses are

*Witness #1:* Joseph Jones  
*Witness #2:* Mary Miller  
*Witness #3:* Robert Rogers

Their Affidavit is subscribed or attached to the Will.

**Contact Info**

**Footer**

Petition for Probate of Will, Letters Testamentary, &  
Nonintervention Powers  
RCW 11.20.020 & 11.68.011  
Page 1 of 2

PR's Name, eg. John Smith  
1234 Main St.  
Seattle, WA 98101  
206 123-4567

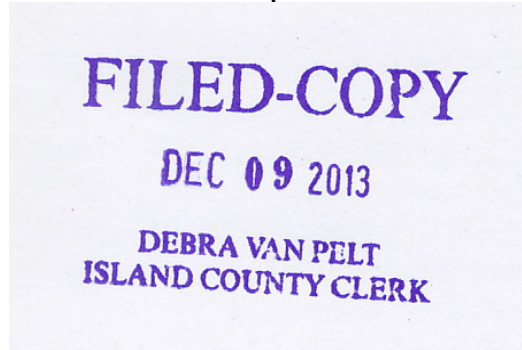
1. Criminal
2. Civil
3. Domestic
4. Probate/Guardianship
5. Paternity
6. Mental Illness
7. Dependency
8. Dependency At-Risk Youth / Truancy
9. Juvenile Offender



- ✓ 2nd Set of Docs needs to be **manually date stamped** on every first page.



(Here is what the date stamp look like. The handle has a green top.)

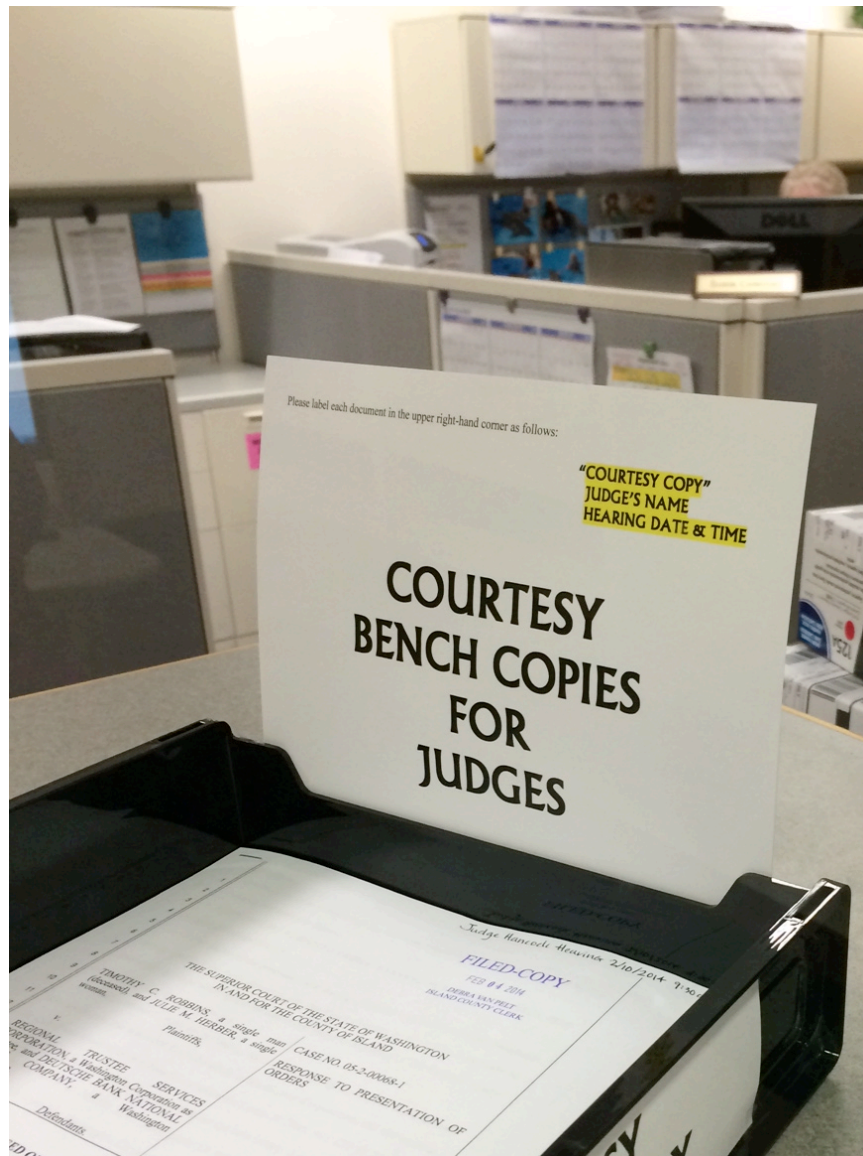


- ✓ Only stamp/conform a Third Set if requested (uncommon).
- ✓ If requested by the attorney's office, write the necessary information on the upper right hand corner of first page of the 2<sup>nd</sup> set of documents for the Judge: "Courtesy Copy" / Judge's Name / Hearing Date & Time (see picture on the next page). The paralegal sending you the data will provide this information to you if they have not placed this information themselves on their pleadings.

If you are short on time and worried the Court Clerk Office will close,  
DO **NOT** DO THIS UNTIL YOU HAVE CONFORMED THE 1<sup>st</sup> SET!

**THE 1<sup>st</sup> SET IS THE MOST IMPORTANT**  
**and need to be FILED *before* DEADLINE!**

- ✓ Place the 2<sup>nd</sup> set of docs as a courtesy copy for the Judge at the next window a little further down the hall.



## When your delivery is completed:

1. Sign the "Affidavit of Service" or "Declaration of Service" if provided by the law firm.
2. Take a photo of it with your phone and send it to the Support Center.
3. Accomplish this BEFORE 5 pm

## Helpful HINTS:

Please allot for the time necessary to print all of the documents in duplicate or triplicate, collate, organize, and travel to the Courthouse.

Please keep in mind that the Island County Superior Courthouse is open Monday thru Friday from 8 am to 4:30 pm, however, window service for conformation and delivery to the Judge's Office closes promptly at 4:30 pm. **Our goal is to be at the Courthouse no later than 3:30 pm to accomplish the task in time.**

Be organized. Please segregate your documents clearly into sets.

## **SUPERIOR COURT HOURS OF OPERATION AND HOLIDAYS**

Island County Superior Court is open from Monday through Friday 8am to 4:30pm.

The court will be closed in 2014 on the following dates:

- January 1
- January 20
- February 17
- May 26
- July 4
- September 1
- November 11
- November 27 & 28
- December 25

(check this website for updates: [www.islandcounty.net/superiorcourt/](http://www.islandcounty.net/superiorcourt/))

## **SUPERIOR COURT STAFF DIRECTORY**

- Alan R. Hancock, Superior Court Judge
- Vickie I. Churchill, Superior Court Judge
- Brooke Powell, Court Administrator: [brookep@co.island.wa.us](mailto:brookep@co.island.wa.us)
- Andrew Somers, Assistant Court Administrator
- Brigette Juras, Jury Manager
- Susie Coleman, Superior Court Coordinator
- Stephanie Passmore, Case Coordinator
- Jeanne Wells, Court Reporter
- Karen Shipley, Court Reporter
- Dave Penrod, Bailiff
- Ron Roberts, Bailiff
- Darcy Mehlaflaff, Court Facilitator