

Records Maintained by Clerk

Access to Public Records

All cases and documents filed since January 1, 1996, are available as computer images. They are available for viewing on-line or at the Clerk's Office at 229 S. Garden. Cases not available on-line are available for viewing on microfiche or the computer at the Clerk's Office.

- **Criminal**
- **Civil / Domestic Violence**
- **Domestic**
- **Probate / Guardianship**
- ***Adoptions / Paternity** – Viewing restricted by statute.
- ***Mental Illness / Alcohol** – Viewing restricted by statute.
- ***Juvenile Dependency** – Viewing restricted by statute.
- **Juvenile Offenders**
- **Judgments**

* Restricted case types

Call the Clerk's Office to Order Documents at 509-447-2435

Certified Documents – \$5.00 for the first page and \$1.00 for each additional page

Paper Copies of Documents – \$0.50 a page (plus postage if mailed)

Emailed Copies – \$0.25 a page

Documents cannot be separated or partially copied.

RCW 36.18

1. The fee for preparing, copying or certifying any instrument on file of record filed in the Clerk's Office is \$5.00 for the first page, and \$1.00 for each additional page, per document, certified with or without seal. For authenticating or exemplifying an instrument, a fee of two dollars for each additional seal affixed must be charged. For preparing a copy of an instrument on file or of record in the clerk's office without a seal, a fee of fifty cents per page must be charged. When copying a document without a seal or file that is in an

electronic format, a fee of twenty-five cents per page must be charged. For copies made on a compact disc, an additional fee of twenty dollars for each compact disc must be charged.

2. For searching records for which a written report is issued, there shall be a fee of \$20.00 per hour or portion of an hour.

Additional fees will be charged for providing noncertified copies by fax or e-mail.

Note: There is no fee for viewing documents at the courthouse.

RCW 40.16.010

Injury to Public Records Every person who shall willfully and unlawfully remove, alter, mutilate, destroy, conceal, or obliterate a record, map, book, paper, document, or other thing filed or deposited in a public office, or with any public officer, by authority of the law shall be punished by imprisonment in a state correctional facility for not more than five years, or by a fine of not more than one thousand dollars, or by both.

Public Records Act does not apply to Judicial Records

Note: The application of the public records statute to judicial records was resolved by *Nast v. Michaels*, 107 Wn.2d 300 (1986). The Court held that the statute did not apply to judicial records (case files) held by the county clerk. Disclosure of judicial records is governed by a limited common law right of access as determined by the court on a case by case basis.

Adoption

RCW 26.33.330 Records Sealed- inspection only on court order.

1. All records of any proceeding under this chapter shall be sealed and shall not be thereafter opened to inspection by any person except under order of the court for good cause shown, or except by using the procedure described in RCW 26.33.343 (relating to confidential intermediaries). In determining whether good cause exists, the court shall consider any certified statement on file with the Department of Health as provided in RCW 26.33.347 (desire to be contacted).
 2. The state registrar of vital statistics may charge a reasonable fee for the review of any of its sealed records.
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Mental Illness

71.05.390 - Confidential information and records- Disclosure.

Except as provided in this section, the fact of admission and all information and records compiled, obtained, or maintained in the course of providing services to either voluntary or involuntary recipients of services at public or private agencies shall be confidential...

Juvenile Dependency

RCW 13.50.100 - Records not relating to commission of juvenile offenses - Maintenance and access - Disclosure

Records covered by this section shall be confidential and shall be released only pursuant to this section and RCW 13.50.010.