



Linda Myhre Enlow
Thurston County Clerk
and Ex-Officio Clerk
of Superior Court

Tawni I. Sharp
Chief Deputy Clerk

Effective June 1, 2020

In order to ensure proper social distancing with limited lobby space, the Clerk's Office lobby will be available only by appointment. Most services will need to continue to be processed by mail, drop-box (located in front of building), e-filing or electronic online payment. Only one person will be allowed at the Clerk's lobby counter and at the public viewing terminal at a time. The following will be in effect to avoid long wait times and overcrowding in the buildings. If you require special assistance or accommodations, please contact our Main Office for Criminal and Civil case types at 360-786-5430 or our Family and Juvenile Office for all other case types at 360-709-3260.

CRIMINAL

- **Copies of Documents Certified and Non-Certified** – Email request to county_clerk@co.thurston.wa.us, or mail request with appropriate payment (A19 if State Agency).
- **Court Orders** – Originals filed with the Clerk in courtroom. Orders will not be permitted to be removed from courtroom. Attorney may request Courtroom Clerk to print order to copy machine in law library.
- **Documents to be filed** - All non-order documents to be filed must be e-filed, mailed to our office or deposited in the Clerk's drop-box located in front of building.
- **Bail** – All cash bail posted must be done in person at Clerk's Counter. Advance appointment is required. Please call 360-786-5430 to schedule an appointment.
- **Bail Bonds** - Original must be deposited in the Clerk's drop-box located in front of building.
- **Drug Court Payments** – Must be mailed with drug court payment slip, paid online: <https://payments.lexisnexis.com/wa/co/thurston/clerk> or deposited with the drug court payment slip in the Clerk's drop-box located in front of building.
- **E-Filing** – You can setup an e-filing account at no cost. Setup is fast and easy. PDF and TIFF documents are accepted. To setup or access e-filing: <https://clerkefile.co.thurston.wa.us>.
- **Legal Financial Obligations (LFO's)** - Must be mailed, paid online: <https://payments.lexisnexis.com/wa/co/thurston/clerk> or deposited in Clerk's drop-box located in front of building.
- **New Criminal Case** – Must be e-filed
- **Warrants to be Issued** – Deposit in Clerk's PAO drop-box.
- **Viewing Documents on Computer in Clerk's Lobby** – Only one person will be able to use the public computer at a time and usage will be limited to 15 minutes per visit. Advance appointment is required. Please call 360-786-5430 to schedule an appointment.
- **Viewing Index of Documents filed in a case online** – You can view an index of the documents filed in a Superior Court Case (you cannot view the actual document) by going to: <https://odysseyportal.courts.wa.gov/odyportal>.



CIVIL

- **Copies of Documents Certified and Non-Certified** – Email request to county_clerk@co.thurston.wa.us, or mail request with appropriate payment (A19 if State Agency).
- **Court Orders** – Originals filed with the Clerk in courtroom.
- **Disbursements** – All disbursements will be mailed.
- **Documents to be filed** - All non-order documents to be filed must be e-filed, mailed to our office or deposited in the Clerk's drop-box located in front of building.
- **E-Filing** – You can setup an e filing account at no cost. Setup is fast and easy. PDF and TIFF documents are accepted. To setup or access e-filing: <https://clerkefile.co.thurston.wa.us>.
- **Ex Parte Orders** – Mail or deposit in Clerk's Drop-box proposed order, non-personal check for \$30.00 ex parte fee, copy of proposed order and returned and self-addressed/stamped envelope.
- **New Civil Case** – All new civil cases must be e-filed, mailed to our office or deposited in Clerk's drop-box located in front of building.
- **Payments for Civil Trust, Garnishments** – Mail or deposit in Clerk's drop-box located in front of building.
- **Unlawful Detainer – Rent Payments** – Payments for rent are cash only and must be paid at Clerk's Office Counter. Advance appointment is required. Please call 360-786-5430 to schedule an appointment.
- **Writs of Garnishment, Orders of Sale, etc.** – All writs must be mailed or deposited in Clerk's drop-box located in front of building with Original, copies to issue, check for \$20.00 issuance fee and self-addressed/stamped envelope. Once the writ is issued, it will be returned via self-addressed envelope.
- **Writ for Unlawful Detainer** – All writs must be mailed or deposited in Clerk's drop-box with original, copies to issue, a check for the \$20.00 issuance fee and a self-addressed/stamped envelope. If arrangements for service have been made with the Sheriff for service of the writ, we will send the issued writ to the Sheriff's Office ONLY if you include clear and complete instructions on what to send to the Sheriff's office all required fees and forms required by the Sheriff's Office and an envelope addressed to the Sheriff's Office.
- **Viewing Documents on Computer in Clerk's Lobby** – Only one person will be able to use the public computer at a time and usage will be limited to 15 minutes per visit. Advance appointment is required. Please call 360-786-5430 to schedule an appointment.
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DOMESTIC, PATERNITY, NON-PARENTAL CUSTODY

- **Copies of Documents Certified and Non-Certified** – Email request to county_clerk@co.thurston.wa.us, or mail request with appropriate payment (A19 if State Agency).
- **Court Orders** – Originals filed with the Clerk in courtroom.
- **Disbursements** – All disbursements will be mailed.
- **Documents to be filed** - All non-order documents to be filed must be e-filed, mailed to our office or deposited in the Clerk's drop-box located in front of building.
- **Domestic Violence, Harassment, Sexual Assault or other orders of protection** – In person or call 360-709-3275, 360-709-3268 or 360-709-3255 for assistance.
- **E-Filing** – You can setup an e-filing account at no cost. Setup is fast and easy. PDF and TIFF documents are accepted. To setup or access e-filing: <https://clerkefile.co.thurston.wa.us>.

- **Ex Parte Orders** – E-file, mail or deposit in Clerk’s Drop-box proposed order, supporting motions, declarations and any other supporting documents and the Ex Parte Notice of Hearing form (<https://www.thurstoncountywa.gov/clerk/Pages/forms-available.aspx>). At this time there is no charge but this might change in the future.
- **Facilitator Appointments** – Call 360-786-3260 or email ClerkFormsReview@co.thurston.wa.us to schedule an appointment. Each appointment is \$25.00.
- **Forms and Packets** - Email request to county_clerk@co.thurston.wa.us, or mail request with appropriate payment.
- **New Case** – All new cases must be e-filed, mailed to our office or deposited in Clerk’s drop-box located in front of building.
- **UA Payments** - Must be paid with a non-personal check and mailed or deposited in Clerk’s drop-box located in front of building, or paid online: <https://payments.lexisnexis.com/wa/co/thurston/clerk>
- **Viewing Documents on Computer in Clerk’s Lobby** – Only one person will be able to use the public computer at a time and usage will be limited to 15 minutes per visit. Advance appointment is required. Please call 360-709-3260 to schedule an appointment.
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PROBATE, GUARDIANSHIP & ADOPTIONS

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- **Disbursements** – All disbursements will be mailed.
- **Documents to be filed** - All non-order documents to be filed must be e-filed, mailed to our office or deposited in the Clerk’s drop-box located in front of building.
- **E-Filing** – You can setup an e-filing account at no cost. Setup is fast and easy. PDF and TIFF documents are accepted. To setup or access e-filing: <https://clerkefile.co.thurston.wa.us>.
- **Ex Parte Orders** – E-file, mail or deposit in Clerk’s Drop-box proposed order, supporting motions, declarations and any other supporting documents and the Ex Parte Notice of Hearing form (<https://www.thurstoncountywa.gov/clerk/Pages/forms-available.aspx>).
- **Letters of Administration, Testamentary, Guardianship** – Mail or Deposit in Clerk’s drop-box located in front of building the proposed letters, non-personal check for letters to be issued (\$5.00 each) and self-addressed/stamped envelope. Letters will be issued and mailed once the Order to Issue is signed.
- **New Case** – All new cases must be e-filed, mailed to our office or deposited in Clerk’s drop-box located in front of building.
- Viewing **Documents in Lobby** – Only one person will be able to use the public computer at a time and usage will be limited to 15 minutes per visit.
- **Original Will** – Mail or deposit in Clerk’s drop-box located in front of building.
- **Viewing Documents on Computer in Clerk’s Lobby** – Only one person will be able to use the public computer at a time and usage will be limited to 15 minutes per visit. Advance appointment is required. Please call 360-709-3260 to schedule an appointment.
- **Viewing Index of Documents filed in a case online** – You can view an index of the documents filed in a Superior Court Case (you cannot view the actual document) by going to: <https://odysseyportal.courts.wa.gov/odyportal>.

DEPENDENCY

- **Copies of Documents Certified and Non-Certified** – Email request to county_clerk@co.thurston.wa.us, or mail request with appropriate payment (or A-19 if State Agency).
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- **Documents to be filed** - All non-order documents to be filed must be e-filed, mailed to our office or deposited in the Clerk's drop-box.
- **E-Filing** – You can setup an e-filing account at no cost. Setup is fast and easy. PDF and TIFF documents are accepted. To setup or access e-filing: <https://clerkefile.co.thurston.wa.us>.
- **Ex Parte Orders** – E-file, mail or deposit in Clerk's Drop-box proposed order, supporting motions, declarations and any other supporting documents and the Ex Parte Notice of Hearing form (<https://www.thurstoncountywa.gov/clerk/Pages/forms-available.aspx>).
- **New Case** – All new cases must be e-filed, mailed to our office or deposited in Clerk's drop-box.
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JUVENILE OFFENDER

- **Copies of Documents Certified and Non-Certified** – Email request to county_clerk@co.thurston.wa.us, or mail request with appropriate payment (or A-19 if State Agency).
- **Court Orders** – Originals filed with the Clerk in courtroom.
- **Documents to be filed** - All non-order documents to be filed must be e-filed, mailed to our office or deposited in Clerk's drop-box.
- **Bail** – All cash bail posted is at Clerk's Counter—call 360-709-3260 for assistance.
- **Bail Bonds** - Original must be deposited in the Clerk's drop-box
- **E-Filing** – You can setup an e-filing account at no cost. Setup is fast and easy. PDF and TIFF documents are accepted. To setup or access e-filing: <https://clerkefile.co.thurston.wa.us>.
- **Legal Financial Obligations (LFO's)** - Must be mailed, paid online: <https://payments.lexisnexis.com/wa/co/thurston/clerk> or deposited in Clerk's drop-box
- **New Offender Cases** – Must be e-filed
- **Warrants to be Issued** – Deposit in Clerk's drop-box outside back door to office.
- **Viewing Documents on Computer in Clerk's Lobby** – Only one person will be able to use the public computer at a time and usage will be limited to 15 minutes per visit. Advance appointment is required. Please call 360-709-3260 to schedule an appointment.
- **Viewing Index of Documents filed in a case online** – You can view an index of the documents filed in a Superior Court Case (you cannot view the actual document) by going to: <https://odysseyportal.courts.wa.gov/odyportal>.