

# CLERK'S OFFICE

# ALERT

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## CHANGES COMING TO KING COUNTY SUPERIOR COURT CLERK'S OFFICE

In response to budgetary limitations, the King County Superior Court Clerk's Office is making a number of changes which will become effective January 2, 2011. These changes are outlined below:

- **REDUCED OFFICE HOURS – ALL LOCATIONS**
  - The office will begin opening at 9:00 am, rather than opening at 8:30 am as it currently does.
  - The office will be closed for lunch, which will be from 12:15 pm-1:15 pm daily.
  - The office will continue to close for the day at 4:30 pm as it currently does.
  - These changes will not impact the current practices which establish the filing date for documents or cases filed.
  
- **DISBURSEMENTS WILL ONLY BE ISSUED ONE TIME PER WEEK**
  - Starting the first week of January, disbursement checks will be processed on Thursday afternoons, and will be available for pick up or mailing on Friday afternoons.
  - Orders to disburse funds which are delivered to the Disbursements Section prior to 12:15 pm each Thursday will be disbursed and available that same week.
  - Orders to disburse funds which are delivered to the Disbursements Section after 12:15 pm on any Thursday will be processed the following week.

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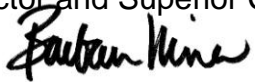
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### FOR MORE INFORMATION ON THIS TOPIC CONTACT

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**ISSUED BY:** Barbara Miner, Director and Superior Court Clerk  
**ISSUE DATE:** December 3, 2010   
**ISSUE NO:** 10-008