

Yakima County Clerk

Office of County Clerk & Ex-Officio Clerk of Superior Court
128 North Second Street, Room 323
Yakima WA 98901

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Frequently Asked Questions ~

Where is the Yakima County Clerk's Office located?

The Office of the Yakima County Clerk is located on the 3rd floor of the Yakima County Courthouse. 128 North 2nd Street, Yakima WA 98901. We are open to the public from 8:30 a.m. to 4:30 p.m. Monday through Friday. We are closed for all legal holidays.

For additional information please select one of the links below:

[Office Hours](#)

[Holidays](#)

[Directions & Map](#)

What does it cost to file a law suit in Yakima County?

The filing fees for Superior Court matters are established by the Revised Code of Washington (RCW) and vary based on the type of case being filed. For a complete listing of filing and other fees collected by the Clerk please refer to the Fee Schedule.

[Fee Schedule](#)

What is the date, time and or place of my court hearing?

The Court Administrators Office prepares the calendars for our Court. Once prepared a copy is provided to the Clerk's Office. Information regarding specific hearings being held 'today' can be obtained from the Superior Court web site on the day they are scheduled to be heard, or by looking at the Court Calendars which are hanging in the public hallways on the 3rd floor of the Courthouse. **The Court calendar for 'tomorrow' is not available until after the close of business 'today'.**

For a detailed list of Court Calendars click on your selection:

[Today's Master Calendar](#), [Today's Criminal / Jail Calendar](#), [Divorce Orientation Class Schedule](#) and the [Domestic Calendar](#).

Yakima County Superior Court generally has two (2) sessions per day. (With the exception of Criminal Arraignment.) One session starts at 9:30 a.m. and the other session starts at 1:30 p.m.. There may be as many as 6 Courtrooms "in session" all at the same time on any given day or time. Criminal Arraignments are done daily in Courtroom #1 in the basement of the Yakima County Jail. Criminal Arraignments start at 9:00 a.m. and Court continues until all the matters

have been heard. It is not unusual to still be in session during the lunch hour. It is the Judges' discretion as to what cases will be heard in what order. To see how the Yakima County Superior Court has structured the weekdays for specific matters, please see the following two (2) links:

[Confirmation Guide](#)

[Hearing Types & Days Heard](#)

If you need to contact the Court Administrators Office directly the main number is (509) 574-2704 or you may call the following for specific matters:

- ❖ Civil, Probate, Summary Judgment, Special Sets & Telephonic Hearings (509) 574-2704
- ❖ Criminal, Domestic – family law, Paternity & Appeals-of courts of lower jurisdiction (509) 574-2702

Please have your case number ready when you call.

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How do I set a Court Hearing?

The Court Administrators Office prepares the calendars for our Court based on the document entitled "Note For Motion" which is filed in the Clerk's Office. Please see the following link for important information which will assist you in setting a court date:

[Set / Confirm / Strike](#)

[Note For Motion](#)

Where do I file documents I want to go in my Court file?

All pleadings are filed at the Clerk's Office. See the top of the page for our address, times of operation and directions. Please remember that you will file your 'original' documents (the ones with an original ink signature) with the Clerk. Any copies you bring with you, you can stamp (we call this 'conforming your copy') with the "Filed" stamp which is at the front counter. You only need to 'conform' the front page (page #1) of each pleading. Please make sure your documents have your case number on the front page, and that they conform to rules regarding size, margins and content of information. The Clerk's staff does not monitor the content of your pleadings, and it is your responsibility to ensure confidential data is submitted to the Clerk in the proper manner.

As a reminder, **Local Court Rule (Cr 7) requires your Motions and other papers are filed** with the Clerk **at least 5 days prior** to the day you (the moving party) desires the matter to be heard in court. This is to assist with getting your pleadings processed, forwarded to the Court file and on to the Judge for review prior to your hearing.

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Where do I get legal forms?

[Domestic Violence](#)

The Clerk's office sells a limited amount of forms for use in 'Domestic' / family law cases. Forms

can be purchased individually, or in a pre-assembled packet which is prepared by the Court Facilitator. Or, you may select the Legal Forms button at the home page, which will automatically take you to the Washington State Courts site in Olympia Washington. All forms on the Washington State Courts site are acceptable for filing in Yakima County.

[Forms / Books](#)

Can you help me fill out my papers?

No. The Clerk's staff is not allowed to assist you in filling out your legal papers.

The only exception to this is for the items related to Domestic Violence protection orders.

Can you refer or recommend an attorney to me?

No. The Clerk's staff is not allowed to make referrals or recommendations.

If you need assistance in obtaining an attorney who specializes in the type of matter you are involved in please see the "Helpful Places" link, or look in the Yellow Pages of the telephone book under Attorneys.

[Helpful Places](#)

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