

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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Wills & Probate Matters ~

PROBATE: (All matters relating to the filing or 'repository' of a Will is considered a "Probate" action by the Court.)

General Information About A Probate Matters:

Living Persons:

As of June 2004, pursuant to RCW 11.12.265, original Wills of living persons can be deposited with the County Clerk. The Clerk's Office has generic forms that you may use to deposit a Will. A Case Cover Sheet, a Will Repository Cover Sheet, the original Will and the filing fee will be submitted to the Clerk when filing.

A Will deposited in this manner may be 'withdrawn' at a later date. The instructions and forms for this are included in the links below.

[Requirements](#)

[Cover Sheet](#)

[Case Cover Sheet](#)

[Withdraw Forms](#)

Deceased Persons:

There are two (2) methods filing a Will of a deceased person.

The first, referred to as a "**Will Only**", is just that: filing the Will only. This is typically done where there is no real property or assets that need to be disbursed or sold. See below for the Fee Schedule which will tell you the present filing fee of a Will Only.

The second way is referred to as a "**Probate**". A Probate matter is started when the deceased person has real property or holdings that need to be disbursed or sold. This can be done if the deceased person had a Will or did not have a Will. In order to legally sell or obtain real property or items such as bank accounts, a 'personal representative' will have to be appointed by the Court. With this court appointment, the personal representative then has legal powers to administer the estate & assets.

It is highly advisable for you to contact an Attorney who deals with Probate / Estate matters to assist you with this.

The Yakima County Clerk's Office does NOT have any forms related to this type of a Probate matter, you may wish to check with the Washington State Courts.

What does it cost to file these?

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](#)

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

All pleadings are filed at the Clerk's Office. 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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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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