

The background of the image shows a series of wide, light-colored stone steps leading up to a row of classical columns. The columns are fluted and have papyrus capitals. The scene is brightly lit, suggesting a sunny day.

Superior Court of Clark County

Clerk's Office Charter Change

Superior Court Request

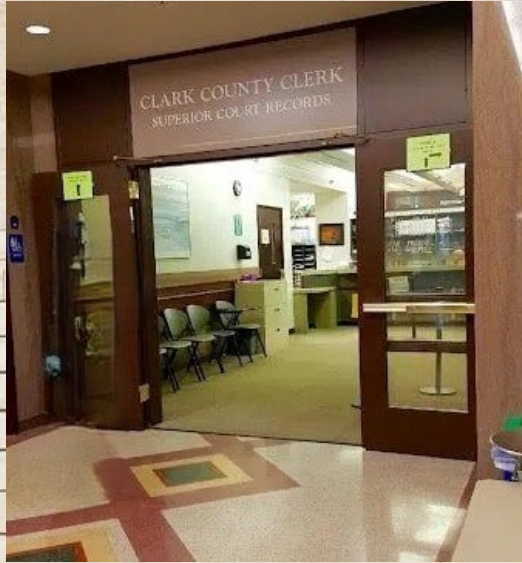
Clark County Charter Amendment on the November
2025 Ballot

Superior Court Clerk--appointed vs. elected

- Public Benefit
- Efficiencies
- Cost Savings



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Superior Court Services

- **Criminal**
 - **Mental Health/Competency**
- **Family**
 - **Minor Guardianships**
 - **Dissolutions**
- **Civil**
 - **Unlawful Detainer**
 - **Civil Protection Orders**
 - **Guardianship**
- **Juvenile**
- **Dependency**
- **Involuntary Treatment/Civil Commitment (ITA)**

Year	Civil	Family	Criminal	Active Cases
2020	2,484	2,125	2,768	15,828
2021	2,469	2,126	2,329	15,922
2022	3,314	2,001	2,964	15,106
2023	3,230	2,081	3,055	15,577
2024	3,871	1,969	3,393	16,310

Superior Court Clerk's Office: Duties

--The Washington Constitution does not define the duties of the county clerk or the clerk of the superior court. (Washington Constitution, article XI, § 5 and article IV, § 26)

--The duties of the superior court clerk are defined both by statute and court rules. (*Riddle I*, 189

Wash.2d at 583, 403 P.3d 849 (2017))

Superior Court Clerk's Office: Duties

With respect to the function of the court clerk, generally the courts of limited jurisdiction have direct responsibility for the administration of their clerk's office as well as the supervision of the court clerks who work in the courtroom. In the superior courts, the clerk's office may be under the direction of a separate elected official or someone appointed by the local judges or local legislative or executive authority... (General Rule 29(f)(5), commentary)

Superior Court Clerk's Office: Statute

PDF

RCW 2.32.050

Powers and duties of court clerks.

The clerk of the supreme court, each clerk of the court of appeals, and each clerk of a superior court, has power to take and certify the proof and acknowledgment of a conveyance of real property, or any other written instrument authorized or required to be proved or acknowledged, and to administer oaths in every case when authorized by law; and it is the duty of the clerk of the supreme court, each clerk of the court of appeals, and of each county clerk for each of the courts for which he or she is clerk:

- (1) To keep the seal of the court and affix it in all cases where he or she is required by law;
- (2) To record the proceedings of the court;
- (3) To keep the records, files, and other books and papers appertaining to the court;
- (4) To file all papers delivered to him or her for that purpose in any action or proceeding in the court as directed by court rule or statute;
- (5) To attend, either in person or electronically if the proceeding is virtual, the court of which he or she is clerk, to administer oaths, and receive the verdict of a jury in any action or proceeding therein, in the presence and under the direction of the court;
- (6) To keep the minutes of the proceedings of the court, and, under the direction of the court, to enter its orders, judgments, and decrees;
- (7) To authenticate by certificate or transcript, as may be required, the records, files, or proceedings of the court, or any other paper appertaining thereto and filed with him or her;
- (8) To exercise the powers and perform the duties conferred and imposed upon him or her elsewhere by statute;
- (9) In the performance of his or her duties to conform to the direction of the court;
- (10) To publish notice of the procedures for inspection of the public records of the court.

[2021 c 122 s 2; 2017 c 183 s 1; 2011 c 336 s 45; 1981 c 277 s 1; 1971 c 81 s 12; 1891 c 57 s 3; RRS s 77. Prior: Code 1881 ss 2180, 2182, 2184.]



Superior Court Clerk's Office: Website

About The Clerk

















The County Clerk is an elected official provided for by the Washington State Constitution whose responsibilities are assigned by local and state rules and statute.

The County Clerk serves and supports the Superior Court by receiving and processing court documents, attending and assisting in all court proceedings, maintaining the court's files, and entering its orders, judgments and decrees. The Clerk authenticates by certificate and/or transcript the records, and files procedures of the court. The Clerk maintains the record for all Felony Criminal, Civil, Dissolution, Probate, Mental, Adoptions, Guardianship and all Juvenile court proceedings. In addition to keeping all the original papers, it is mandatory the Clerk preserve and journalize all orders for security purposes. The Clerk also receipts and disburses the court's money and the money of litigants, at the court's direction.

Superior Court Clerk's Office: DMS

Odyssey v. OnBase

- Case Study
- Cost
- Functionality

Icon	Case Number	Case Title	Sub Number	Filed Date	Docket Code	Document Description	Pages	Confidential	Sort Key
									
	24-2-01		47	4/4/2025	RSP	Response	11	N	2420130406.0000
	24-2-01		48	4/4/2025	RSP	Response	6	N	2420130406.0000
	24-2-01		49	4/4/2025	DCLR	Declaration ANDREA MEYER	34	N	2420130406.0000
	24-2-01		50	4/8/2025	AFS	Affidavit in Support JOSEPH EVANS	48	N	2420130406.0000
	24-2-01		51	4/8/2025	RPY	Reply	6	N	2420130406.0000
	24-2-01		52	4/8/2025	RPY	Reply	6	N	2420130406.0000
	24-2-01		54	4/18/2025	RSP	Response	29	N	2420130406.0000
	24-2-01		55	4/18/2025	AFS	Affidavit in Support MARIO A BIANCHI	115	N	2420130406.0000
	24-2-01		55	4/18/2025	AFS	Affidavit in Support	135	N	2420130406.0000
	24-2-01		56	4/18/2025	PROR	Proposed Order/Findings	3	N	2420130406.0000
	24-2-01		57	4/18/2025	CIT	Citation	1	N	2420130406.0000
	24-2-01		58	4/18/2025	MTCM	Motion to Compel	3	N	2420130406.0000
	24-2-01		59	4/18/2025	ORGLA	Order Granting Leave to Amend	2	N	2420130406.0000
	24-2-01		60	4/18/2025	MTHRG	Motion Hearing	1	N	2420130406.0000

Superior Court Clerk's Office: Operation

- **Copy Requests:** If you need to request a copy of a document in a case. (IE. divorce decree)
- **Family Law Instructions:** Instructions on forms to use for Domestic Case actions, (IE. Divorce, modifications, Legal Separation, ETC.)
- **Protection Orders**
- **Troubleshooting common e-file issues**
- **Fee Schedule:** To determine cost of filing(s)
- **Where's My Case - Daily Case Locations** (District and Superior Courts)
(The Where's My Case Locator was designed as an app for smartphones and tablets, it may not function properly with your browser)

Washington State Court sites

- **Odyssey Portal - Superior Court Case Search** - This search uses a Washington Courts website (Odyssey Portal) which can search all counties in the State of Washington for cases.
- **Superior Court Name Search** This search uses a Washington Courts website which can search for cases in all counties of the State of Washington.

Clerk's Announcements

Clerk's Office Office hours

Office & phone hours: 9:00 am to
4:30 pm

CLOSED: Noon to 1:00 pm for lunch
Monday - Friday

Facilitators Office Office hours

Office hours: 9:00 am to 3:30 pm
CLOSED: Noon to 1:00 pm for lunch
Monday - Friday

- **Appointments Available** -
Make the most of your time
with the Facilitator

Superior Court Request

Clark County Charter Amendment on the November
2025 Ballot

Public Benefit/Efficiencies/Cost Savings

- Clark County District Court
- Washington Appellate Courts
- Federal Courts