

# Sealing Juvenile Court Records In Washington State

Forms and Instructions  
Updated May 2012

**This packet provides information regarding juvenile court records ONLY. The following information DOES NOT APPLY to adult criminal records.**

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Change Initiative

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## SEALING JUVENILE COURT RECORDS IN WASHINGTON STATE

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We are providing this information as a public service. We try to make it accurate as of the date noted in the materials. Sometimes the laws change. We cannot promise that this information is always up-to-date and correct. Most of the information provided in this packet is specific to Washington State law. We do not intend this information to be legal advice. By providing this information, we are not acting as your lawyer. If you need legal advice, you should contact a lawyer through your local legal aid organization. Always talk to a competent lawyer, if you can, before taking legal action.

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## INTRODUCTION

In Washington, juvenile court records do not automatically disappear when you turn 18. In fact, almost all of your juvenile records remain open for the public to view, unless you ask a court to “seal” them. You must meet certain requirements to be eligible to have your record sealed. Eligibility depends on a number of factors, including the seriousness of the juvenile offense, the amount of time that has passed since your most recent conviction, and the existence of any pending criminal matters. (See “Statutory Requirements” for details on eligibility.) Sealing does not happen automatically if you are eligible. Sealing your juvenile record requires a process that we describe in these materials.

If you’ve been involved with the juvenile justice system, the court keeps a record of your case and other information related to the case. This is what we mean when we use the term, *juvenile court record*. The juvenile court record has two components: the *official juvenile court file* and the *social file*. The official juvenile court file contains charges, motions, memoranda, briefs, findings of the court, and court orders. The social file contains the records and reports of probation counselors. The official juvenile court file is open for public inspection until sealed, but the other juvenile court records are confidential. The *official juvenile court file* is physically kept in the court clerk’s office in the county where your juvenile court matter took place. A record of your juvenile court case, from arrest through the disposition of the case, is also available to the public on the Washington State Court’s website - <http://www.courts.wa.gov/>.

A record of your juvenile case is also kept by law enforcement and other juvenile justice or care agencies that may have been involved in your case, like the Juvenile Rehabilitation Administration where you may have been incarcerated.

Sealed records are protected from public examination, **but they don’t cease to exist**. Records may be re-opened for public examination if you are convicted of a juvenile offense or adult crime, or if you are charged with a felony. A record can be expunged/destroyed only if you have a referral for one diversion and you meet other statutory requirements. Having your record destroyed involves a different process that this packet does not address.

This packet provides general information about juvenile record sealing in Washington State. Additional information is available on TeamChild’s website -- see [www.teamchild.org](http://www.teamchild.org) and search for Juvenile Record Sealing Project.

## Legal Requirements for Sealing Juvenile Offender Records

The juvenile court can order the sealing of your juvenile court record only if you meet certain legal requirements. If you answer “Yes” to all of the questions listed below, and if you follow the correct procedures, you may be eligible to have your record sealed.

You are eligible if you can answer “YES” to ALL of these statements...

	Yes	No
1. I do not have any criminal charges pending in the juvenile or adult court.		
2. I am not currently completing a diversion agreement.		
3. The charge I am trying to seal is not classified as a sex offense. <sup>1</sup>		
4. I do not owe any, restitution, for the case I want to seal.		
<p><b>5. Eligibility for sealing a juvenile Class A felony (for sex offenses see #7 below)<sup>2</sup></b></p> <p>It has been more than 5 years since the date of my last sentencing (disposition) and the date I was released from confinement, whichever is later.</p>		
<p><b>6. Eligibility for sealing any other juvenile case including in court diversions (for sex offenses see #7 below)</b></p> <p>It has been more than 2 years since the date of my last sentencing (disposition) and the date I was released from confinement, whichever is later.</p>		
<p><b>7. Eligibility for sealing a juvenile sex offense.</b></p> <p>In addition to meeting all of the requirements above, I no longer have to register as a sex offender under RCW 9A.44.130 or RCW 9A.44.143.</p>		

<sup>1</sup> Refer to the Classification of Offenses chart in Appendix A to determine how your charge(s) is/are classified and then refer to page 5 to determine if your sex offense can be sealed.

<sup>2</sup> In July 2011, the Washington State legislature reinstated the right of juvenile sex offenders to petition the court to have their records sealed. (RCW 13.50.050). However, adjudications for three Class A felonies cannot be sealed: Rape 1 & 2 and Indecent Liberties with Forcible Compulsion.

## The Process: How to Seal Your Juvenile Offender Record

### 1. Gather your juvenile criminal history.

Get a complete listing of your criminal history. Criminal history can be obtained from the Superior Court clerk or juvenile court. Ask for a listing of all of the juvenile offender cases filed against you in juvenile court, including those cases that were dismissed. You should also ask for a copy of the financial history for each of those cases. The financial history will show amounts of any fines, fees and or restitution imposed by the court, and whether any money is still owed.

If you were involved with Juvenile Court in more than one county, make sure to ask the clerk for help in identifying which county each case is associated with.

### 2. Determine whether or not you meet the legal sealing requirements.

Look through your criminal and financial history and review the legal requirements on page 2. If you are eligible for sealing, you must make your request to seal in the county where your case took place. Also, if you have more than one case, you have to make a separate request to seal each case. For example, if you have a misdemeanor case in Spokane and a felony in Yakima, you will need to prepare two different requests, one for Spokane County Juvenile Court for the misdemeanor and one for Yakima County Juvenile Court for the felony.

See Appendix B for information about how each county processes juvenile record sealing requests.

### 3. Complete forms needed to file your request to seal and notify the necessary parties that you are making the request.

You will need to complete the following forms for every case you would like to have sealed:

- Motion and Declaration to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11) and (12)
- Notice of Respondent's Motion to Seal Records of Juvenile Offender
- Order on Motion to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11) and (12)
- Certificate of Service

This packet contains the forms and instructions in Appendix C. You can also use an online interview that will complete and generate these court forms for you. See [www.washingtonlawhelp.org](http://www.washingtonlawhelp.org) and select Youth Law & Education > Juvenile Offenders.

#### 4. Schedule a hearing.

In most counties, sealing a record requires a hearing in front of a judge. When you file your motion, you will need to get a hearing date from the juvenile court. Ask the juvenile court clerk in the county where you are filing your sealing motion for a hearing date and time.

It may best to do this in person. When you get a hearing date, you will need to add this information to the Notice of Respondent's Motion to Seal Records of Juvenile Offender before you mail it to the prosecutor, law enforcement and juvenile justice agencies that need to be notified.

#### 5. Make copies and file documents. Make more copies.

When you file the court documents, you will need to bring a set of original documents and a copy. After you get a hearing date, fill in the information on the Notice of Respondent's Motion to Seal Records of Juvenile Offender. Now you are ready to file the original documents with the court.

When you file the original documents with the juvenile court clerk, ask the clerk to **stamp the date** on each of your copies. That "date stamp" is proof that you filed the original documents. The clerk will keep your original documents. You will need to take your copy of the "date stamped" documents and make enough additional copies (except for the Order) to deliver or mail to the agencies described in Step 6.

#### 6. Deliver or Mail the Motion(s) and Notice(s).

Court rules require that after you file your Motion(s) for sealing, you must deliver and/or mail the Motion(s) and Notice(s) to these agencies:

- juvenile court prosecutor in the county where your case was originally heard,
- the juvenile court administrator in the county where your case was originally heard, and
- law enforcement agencies that have records of your case, including the Washington State Patrol (WSP), county sheriff, and local police departments, and
- the Juvenile Rehabilitation Administration if you were incarcerated in one of its facilities for the case(s) you are trying to seal.

Guide for identifying where to mail or deliver the Notices and Motions:

- **Prosecutor:** Look up the mailing address for the county prosecutor.
- **Juvenile Court Administrator:** Send to the County Juvenile Court. See Appendix B for a listing of Juvenile Court addresses.

- **Washington State Patrol:** *Washington State Patrol, Records Division, PO Box 42633, Olympia, WA 98504.*
- **Other Law Enforcement Agencies:** You will also have to mail or deliver the Motion and Notice to any other law enforcement agencies that were involved with the case(s) that you're trying to seal. If you don't know, then it's a good idea to send the Notice and Motion to both the local police and the county sheriff.
- **Juvenile Rehabilitation Administration:** *Records Coordinator, Juvenile Rehabilitation Administration, DSHS, P.O. Box 45045, Olympia, WA 98504.*

If you mail the documents, send a cover letter. Use the first sample letter in Appendix D, including your personal information. Make sure to sign and date the letter, and make and keep a copy of each letter that you send.

If you can afford it, it is a good idea to send the Notice and Motions by certified mail.

After you have mailed or delivered the Notices and Motions, complete the Certificate of Service found in Appendix C and bring it and a copy to your court hearing. A Certificate of Service is a statement saying that you mailed or delivered the Motion and Notice to the necessary agencies or departments.

**7. Attend your court hearing. Bring your copy of the court documents.**

The hearing will take place in front of a judge or commissioner at Juvenile Court. Bring your copy the Motion(s) and Notice(s) that you filed, your copy of the Certificate of Service, and the Order that you filled out for each case.

**8. After the hearing, obtain certified copies of the court orders.**

If the Court approves your Motion(s) and signs your Order(s), you'll need a certified copy of the Order(s). You can get a certified copy of the order from the clerk. The cost for a certified copy will vary from court to court.

**9. Mail a copy of the certified order to every agency involved.**

Make enough copies of the certified court Order(s) so that you can mail or deliver it to each agency that you sent notice to. Send a cover letter with the Order(s). You can use the second sample letter in Appendix D, including your personal information. Sign and date the letter. Make and keep a copy of each letter that you send.

**After all this hard work, don't skip this last step!** The agencies will not know to seal your record unless they receive a copy of the certified Order.

## APPENDIX A - Classification of Offenses

Juvenile offenses are ranked under [RCW 13.40.0357](#) from A+ through E. The rankings correspond to adult crime categories: Offense category A equals class A felony; offense category B equals class B felony; offense category C equals class C felony; offense category D equals gross misdemeanor; and offense category E equals misdemeanor. Felonies are generally more serious than misdemeanors.

OFFENSE CATEGORY	DESCRIPTION (RCW CITATION)	CATEGORY FOR ATTEMPT, BAILJUMP, CONSPIRACY, OR SOLICITATION
<b>Arson and Malicious Mischief</b>		
A	Arson 1 ( <a href="#">9A.48.020</a> )	B+
B	Arson 2 ( <a href="#">9A.48.030</a> )	C
C	Reckless Burning 1 ( <a href="#">9A.48.040</a> )	D
D	Reckless Burning 2 ( <a href="#">9A.48.050</a> )	E
B	Malicious Mischief 1 ( <a href="#">9A.48.070</a> )	C
C	Malicious Mischief 2 ( <a href="#">9A.48.080</a> )	D
D	Malicious Mischief 3 ( <a href="#">9A.48.090(2)(a)</a> and <a href="#">(c)</a> )	E
E	Malicious Mischief 3 ( <a href="#">9A.48.090(2)(b)</a> )	E
E	Tampering with Fire Alarm Apparatus ( <a href="#">9.40.100</a> )	E
E	Tampering with Fire Alarm Apparatus with Intent to Commit Arson ( <a href="#">9.40.105</a> )	E
A	Possession of Incendiary Device ( <a href="#">9.40.120</a> )	B+
<b>Assault and Other Crimes Involving Physical Harm</b>		
A	Assault 1 ( <a href="#">9A.36.011</a> )	B+
B+	Assault 2 ( <a href="#">9A.36.021</a> )	C+
C+	Assault 3 ( <a href="#">9A.36.031</a> )	D+
D+	Assault 4 ( <a href="#">9A.36.041</a> )	E

B+	Drive-By Shooting ( <a href="#">9A.36.045</a> )	C+
D+	Reckless Endangerment ( <a href="#">9A.36.050</a> )	E
C+	Promoting Suicide Attempt ( <a href="#">9A.36.060</a> )	D+
D+	Coercion ( <a href="#">9A.36.070</a> )	E
C+	Custodial Assault ( <a href="#">9A.36.100</a> )	D+
<b>Burglary and Trespass</b>		
B+	Burglary 1 ( <a href="#">9A.52.020</a> )	C+
B	Residential Burglary ( <a href="#">9A.52.025</a> )	C
B	Burglary 2 ( <a href="#">9A.52.030</a> )	C
D	Burglary Tools (Possession of) ( <a href="#">9A.52.060</a> )	E
D	Criminal Trespass 1 ( <a href="#">9A.52.070</a> )	E
E	Criminal Trespass 2 ( <a href="#">9A.52.080</a> )	E
C	Mineral Trespass ( <a href="#">78.44.330</a> )	C
C	Vehicle Prowling 1 ( <a href="#">9A.52.095</a> )	D
D	Vehicle Prowling 2 ( <a href="#">9A.52.100</a> )	E
<b>Drugs</b>		
E	Possession/Consumption of Alcohol ( <a href="#">66.44.270</a> )	E
C	Illegally Obtaining Legend Drug ( <a href="#">69.41.020</a> )	D
C+	Sale, Delivery, Possession of Legend Drug with Intent to Sell ( <a href="#">69.41.030(2)(a)</a> )	D+
E	Possession of Legend Drug ( <a href="#">69.41.030(2)(b)</a> )	E
B+	Violation of Uniform Controlled Substances Act - Narcotic, Methamphetamine, or Flunitrazepam Sale ( <a href="#">69.50.401(2) (a)</a> <a href="#">or (b)</a> )	B+
C	Violation of Uniform Controlled Substances Act – Non-narcotic Sale	C

	<a href="#">(69.50.401(2)(c))</a>	
E	Possession of Marihuana <40 grams <a href="#">(69.50.4014)</a>	E
C	Fraudulently Obtaining Controlled Substance <a href="#">(69.50.403)</a>	C
C+	Sale of Controlled Substance for Profit <a href="#">(69.50.410)</a>	C+
E	Unlawful Inhalation <a href="#">(9.47A.020)</a>	E
B	Violation of Uniform Controlled Substances Act - Narcotic, Methamphetamine, or Flunitrazepam Counterfeit Substances <a href="#">(69.50.4011(2) (a) or (b))</a>	B
C	Violation of Uniform Controlled Substances Act - Nonnarcotic Counterfeit Substances <a href="#">(69.50.4011(2) (c), (d), or (e))</a>	C
C	Violation of Uniform Controlled Substances Act - Possession of a Controlled Substance <a href="#">(69.50.4013)</a>	C
C	Violation of Uniform Controlled Substances Act - Possession of a Controlled Substance <a href="#">(69.50.4012)</a>	C
<b>Firearms and Weapons</b>		
B	Theft of Firearm <a href="#">(9A.56.300)</a>	C
B	Possession of Stolen Firearm <a href="#">(9A.56.310)</a>	C
E	Carrying Loaded Pistol Without Permit <a href="#">(9.41.050)</a>	E
C	Possession of Firearms by Minor (<18) <a href="#">(9.41.040(2)(a)(iii))</a>	C
D+	Possession of Dangerous Weapon <a href="#">(9.41.250)</a>	E
D	Intimidating Another Person by use of Weapon <a href="#">(9.41.270)</a>	E

<b>Homicide</b>		
A+	Murder 1 ( <a href="#">9A.32.030</a> )	A
A+	Murder 2 ( <a href="#">9A.32.050</a> )	B+
B+	Manslaughter 1 ( <a href="#">9A.32.060</a> )	C+
C+	Manslaughter 2 ( <a href="#">9A.32.070</a> )	D+
B+	Vehicular Homicide ( <a href="#">46.61.520</a> )	C+
<b>Kidnapping</b>		
A	Kidnap 1 ( <a href="#">9A.40.020</a> )	B+
B+	Kidnap 2 ( <a href="#">9A.40.030</a> )	C+
C+	Unlawful Imprisonment ( <a href="#">9A.40.040</a> )	D+
<b>Obstructing Governmental Operation</b>		
D	Obstructing a Law Enforcement Officer ( <a href="#">9A.76.020</a> )	E
E	Resisting Arrest ( <a href="#">9A.76.040</a> )	E
B	Introducing Contraband 1 ( <a href="#">9A.76.140</a> )	C
C	Introducing Contraband 2 ( <a href="#">9A.76.150</a> )	D
E	Introducing Contraband 3 ( <a href="#">9A.76.160</a> )	E
B+	Intimidating a Public Servant ( <a href="#">9A.76.180</a> )	C+
B+	Intimidating a Witness ( <a href="#">9A.72.110</a> )	C+
<b>Public Disturbance</b>		
C+	Riot with Weapon ( <a href="#">9A.84.010(2)(b)</a> )	D+
D+	Riot Without Weapon ( <a href="#">9A.84.010(2)(a)</a> )	E
E	Failure to Disperse ( <a href="#">9A.84.020</a> )	E
E	Disorderly Conduct ( <a href="#">9A.84.030</a> )	E
<b>Sex Crimes</b>		
A	Rape 1 ( <a href="#">9A.44.040</a> )	B+
A-	Rape 2 ( <a href="#">9A.44.050</a> )	B+

C+	Rape 3 ( <a href="#">9A.44.060</a> )	D+
A-	Rape of a Child 1 ( <a href="#">9A.44.073</a> )	B+
B+	Rape of a Child 2 ( <a href="#">9A.44.076</a> )	C+
B	Incest 1 ( <a href="#">9A.64.020(1)</a> )	C
C	Incest 2 ( <a href="#">9A.64.020(2)</a> )	D
D+	Indecent Exposure (Victim <14) ( <a href="#">9A.88.010</a> )	E
E	Indecent Exposure (Victim 14 or over) ( <a href="#">9A.88.010</a> )	E
B+	Promoting Prostitution 1 ( <a href="#">9A.88.070</a> )	C+
C+	Promoting Prostitution 2 ( <a href="#">9A.88.080</a> )	D+
B+	Indecent Liberties ( <a href="#">9A.44.100</a> )	C+
A-	Child Molestation 1 ( <a href="#">9A.44.083</a> )	B+
B	Child Molestation 2 ( <a href="#">9A.44.086</a> )	C+
<b>Theft, Robbery, Extortion, and Forgery</b>		
B	Theft 1 ( <a href="#">9A.56.030</a> )	C
C	Theft 2 ( <a href="#">9A.56.040</a> )	D
D	Theft 3 ( <a href="#">9A.56.050</a> )	E
B	Theft of Livestock 1 and 2 ( <a href="#">9A.56.080</a> and <a href="#">9A.56.083</a> )	C
C	Forgery ( <a href="#">9A.60.020</a> )	D
A	Robbery 1 ( <a href="#">9A.56.200</a> )	B+
B+	Robbery 2 ( <a href="#">9A.56.210</a> )	C+
B+	Extortion 1 ( <a href="#">9A.56.120</a> )	C+
C+	Extortion 2 ( <a href="#">9A.56.130</a> )	D+
C	Identity Theft 1 ( <a href="#">9.35.020(2)</a> )	D
D	Identity Theft 2 ( <a href="#">9.35.020(3)</a> )	E
D	Improperly Obtaining Financial Information ( <a href="#">9.35.010</a> )	E
B	Possession of Stolen Property 1 ( <a href="#">9A.56.150</a> )	C

C	Possession of Stolen Property 2 ( <a href="#">9A.56.160</a> )	D
D	Possession of Stolen Property 3 ( <a href="#">9A.56.170</a> )	E
C	Taking Motor Vehicle Without Permission 1 and 2 ( <a href="#">9A.56.070</a> and <a href="#">9A.56.075</a> )	D
<b>Motor Vehicle Related Crimes</b>		
E	Driving Without a License ( <a href="#">46.20.005</a> )	E
B+	Hit and Run - Death ( <a href="#">46.52.020(4)(a)</a> )	C+
C	Hit and Run - Injury ( <a href="#">46.52.020(4)(b)</a> )	D
D	Hit and Run-Attended ( <a href="#">46.52.020(5)</a> )	E
E	Hit and Run-Unattended ( <a href="#">46.52.010</a> )	E
C	Vehicular Assault ( <a href="#">46.61.522</a> )	D
C	Attempting to Elude Pursuing Police Vehicle ( <a href="#">46.61.024</a> )	D
E	Reckless Driving ( <a href="#">46.61.500</a> )	E
D	Driving While Under the Influence ( <a href="#">46.61.502</a> and <a href="#">46.61.504</a> )	E
<b>Other</b>		
B	Animal Cruelty 1 ( <a href="#">16.52.205</a> )	C
B	Bomb Threat ( <a href="#">9.61.160</a> )	C
C	Escape 1 ( <a href="#">9A.76.110</a> )	C
C	Escape 2 ( <a href="#">9A.76.120</a> )	C
D	Escape 3 ( <a href="#">9A.76.130</a> )	E
E	Obscene, Harassing, Etc., Phone Calls ( <a href="#">9.61.230</a> )	E
A	Other Offense Equivalent to an Adult Class A Felony	B+
B	Other Offense Equivalent to an Adult Class B Felony	C

C	Other Offense Equivalent to an Adult Class C Felony	D
D	Other Offense Equivalent to an Adult Gross Misdemeanor	E
E	Other Offense Equivalent to an Adult Misdemeanor	E
V	Violation of Order of Restitution, Community Supervision, or Confinement ( <a href="#">13.40.200</a> )	V

## APPENDIX B - County-Specific Practices for Juvenile Record Sealing Requests

*NOTE: All of the following information is based on conversations with local court clerks as of February 2012. Before filing, we highly recommend that you call your local court clerk to make sure that instructions have not changed.*

updated 05/2012

County	
Adams County	<p>Adams County requires that you be 23 years of age and recommends you contact a private attorney. They will allow individuals to file without an attorney, but will not offer assistance in the process.</p> <p>For more information, contact:</p> <p>Adams County Juvenile Court 425 E. Main Suite 100 Othello, WA 99344 Phone: 509-488-5646</p>
Asotin County	<p>Asotin County follows the general process described in this Manual. The Clerk's office will assist you in obtaining a court date and provide you with information regarding your cause numbers and potential fines owed.</p> <p>For more information, contact:</p> <p>Asotin County Clerk's Office 135 2nd St, PO Box 159 Asotin, WA 99402-0159 Phone: 509-243-2081</p>
Benton/Franklin Counties	<p>Benton and Franklin Counties follow the general process described in this Manual.</p> <p>For more information, contact:</p> <p>Benton County Clerk's Office 7122 W Okanogan Pl, Bldg A Kennewick, WA 99336-2359 Phone: 509-735-8388 x5</p>

Chelan County	<p>Chelan County has a specific local sealing process which you must follow. All forms and instructions may be purchased from the Clerk's Office for \$5. Chelan County requires some additional documentation which is described in their instruction packet. Individuals out of the County can have someone process the paperwork for them.</p> <p>For more information, contact the Clerk's office:</p> <p>350 Orondo Ave  PO Box 3025  Wenatchee, WA 98807-3025  509-667-6380</p>
Clallam County	<p>Contact Clallam County Juvenile Court for assistance. Court staff will check your eligibility to seal for a \$20 non-refundable fee. If you are eligible, court staff will complete the sealing process for you for an additional \$80. This process takes approximately three weeks to complete. You can either attend the hearing or have the signed order mailed to you.</p> <p>Note: Clallam County requires that you have no outstanding restitution on any matters prior to sealing.</p> <p>Juvenile and Family Services  1912 West 18th Street  Port Angeles, Washington 98363  Phone: (360) 417-2282</p>
Clark County	<p>Clark County Juvenile Court provides full assistance with the records sealing process. Note: This process takes approximately <b>four months</b> to complete. Don't delay in starting the process. To start the process, you must complete two forms and return them to the Juvenile Justice Center. The Juvenile Justice Center then reviews your motion for eligibility. If you're eligible, they'll handle providing notice to the parties and will ultimately provide you with a signed order.</p> <p>More information is online at <a href="http://www.clark.wa.gov/juvenile/sealing-destroying.htm">http://www.clark.wa.gov/juvenile/sealing-destroying.htm</a></p> <p>Or contact:</p> <p>Juvenile Justice Center  500 W 11th St  PO Box 5000  Vancouver, WA 98666-5000  Phone: 360-397-2201 x2</p>

Columbia County	<p>You must obtain a motion form from the Juvenile Justice Center. You may fill out the form right there in the office. Staff at the Center will assist you in obtaining your criminal history, which must be attached to your motion. Your motion is then provided to the Prosecutor’s Office. If you’re eligible to seal your record(s), the Prosecutor’s Office will handle the rest of the process and assist you with obtaining a signed order.</p> <p>Note: you must have paid all outstanding juvenile and adult fines prior to sealing your records.</p> <p>For more information contact:</p> <p>Juvenile Justice Center  455 W Rose St  PO Box 1754  Walla Walla, WA 99362-1790</p> <p>Phone: 509-524-2800</p> <p>Or view information online at  <a href="http://www.co.walla-walla.wa.us/departments/jjc/SealRecords.shtml">http://www.co.walla-walla.wa.us/departments/jjc/SealRecords.shtml</a></p>
Cowlitz County	<p>You must stop by the Juvenile Department and complete a record sealing request form. Juvenile Department staff will complete further paperwork for you and set a court date for you approximately six weeks out. You must then return and sign that paperwork. Notice will be sent to all the parties. If there’s no objection, your motion will be presented to the court on the day of your hearing.</p> <p>For more information see:  <a href="http://www.co.cowlitz.wa.us/juvenile/probation_services/rec_seal_procedure.htm">http://www.co.cowlitz.wa.us/juvenile/probation_services/rec_seal_procedure.htm</a></p> <p>Cowlitz County  Juvenile Department  1725 1st Avenue, Longview, WA 98632  Phone: 360.577.3100</p>
Douglas County	<p>Douglas County follows the general process described in this Manual. You can purchase a hard copy of the manual for 5\$ from the Clerk’s office. If you live out of the county, you can petition the Prosecutor’s Office to have your presence waived. Paperwork must be filed with the Clerk’s Office in Waterville, WA. Court hearings are held every Wednesday.</p> <p>For more information contact:</p>

	<p>Douglas County Clerk's Office  203 S Rainier  Waterville, WA 98858-0516  Phone: 509-745-8529</p>
Ferry/Pend Oreille/Steves County	<p>Ferry County follows the general process described in this Manual. You're encouraged to seek assistance from an attorney.</p> <p>For more information contact:</p> <p>Juvenile Court  350 E Delaware Ave, Ste 10  Republic, WA 99166-9747  Phone: 509-775-5225 ext. 1108</p>
Franklin County	<p>See listing for Benton/Franklin above</p>
Garfield County	<p>Garfield County follows the general process described in this Manual.</p> <p>Staff at Juvenile Court will assist in navigating the court process. Juvenile Court hearings are held once a month on the first Tuesday of the month.</p> <p>For more information, contact:</p> <p>Garfield County Juvenile Court  135 2nd St  Asotin, WA 99402  Phone: 509-243-2024</p>
Grant County	<p>Grant County follows the general process described in this Manual.</p> <p>Staff at Juvenile Court will assist in navigating the court process.</p> <p>For more information, contact:</p> <p>Grant County Juvenile Court  303 Abel Rd  PO Box 818  Ephrata, WA 98823-0818  Phone: 509-754-5690</p>
Grays Harbor County	<p>Grays Harbor County follows the general process described in this Manual.</p> <p>Note: the Grays Harbor Prosecutor files a response to every sealing motion. If the Prosecutor disagrees with your Motion to Seal, it doesn't mean the motion is denied. You should still appear at your court hearing and allow the Judge to</p>

	<p>decide whether or not to sign your Order. You can also call the Prosecutor's office a week after you file the notice and motion to see if you are eligible. This will allow you to take any necessary actions that will make you eligible at the time of your court hearing.</p> <p>For more information contact:</p> <p>Grays Harbor Juvenile Court 103 Hagara St Aberdeen, WA 98520-3198 Phone: 360-533-3919</p>
Island County	<p>Island County follows the general process described in this Manual. You can obtain a free packet of information at Juvenile Court. The court does charge for copies.</p> <p>For more information, contact:</p> <p>Island County Juvenile Court 501 N Main St PO Box 5000 Coupeville, WA 98239-5000 Phone: 360-679-7325</p>
Jefferson County	<p>Contact Juvenile Court for assistance with the process. Court staff will help determine whether you're eligible to seal your records. If you're eligible, you'll be sent a packet of forms to complete. Court staff will assist you with obtaining a court date and will notify the other parties for you. There's a \$30 filing fee for each record that you're trying to seal.</p> <p>For more information, contact:</p> <p>Jefferson County Juvenile Court 1820 Jefferson St PO Box 1220 Port Townsend, WA 98368-0920 Phone: 360-385-9190</p>
King County	<p>Follow sealing process described in this manual. See <a href="http://www.teamchild.org">www.teamchild.org</a> and search for Juvenile Record Sealing Project for information on free help from the Juvenile Record Sealing Clinics.</p>
Kitsap County	<p>You must visit Juvenile court between 8:30 am and 4:00 pm. Show a copy of your picture ID. Staff will assist you in obtaining a copy of your criminal history.</p>

	<p>Staff will then review your criminal history with you to determine and see if you're eligible to seal. If it appears that you're eligible, you must make appointment to meet further with a staff member. There are three staff members who meet with individuals and explain the sealing process, and assist with completing the necessary paperwork and give you a court date. You must then mail out notice to the parties. The process takes approximately four weeks to complete.</p> <p>For more information visit:</p> <p><a href="http://www.kitsapgov.com/juv/sealing.htm">http://www.kitsapgov.com/juv/sealing.htm</a></p> <p>or contact Juvenile Court directly at:</p> <p>614 Division St, MS-28 Port Orchard WA 98366 Phone: 360-337-5401</p>
Kittitas County	<p>Kittitas County generally follows the process as described in this Manual. Juvenile Court staff is unable to provide assistance with the process.</p> <p>For more information, contact:</p> <p>Kittitas County Juvenile Court 205 W 5th Ave, Ste 211 Ellensburg, WA 98926-2887 Phone: 509-962-7516</p>
Klickitat County	<p>The Klickitat Clerk's office will process everything for you. Just call them and they will give you a court date and notify all of the necessary parties.</p> <p>For more information, contact:</p> <p>Klickitat County Juvenile Court 131 W Court St, MS CH-16 Goldendale, WA 98620-8932 Phone: 509-773-3355</p>
Lewis County	<p>Lewis County generally follows the process as described in this Manual. You can get a packet of information and instructions from Juvenile Court. If you call the court, they will look up your record for you. Lewis County contracts with one attorney who will handle the sealing process for you for a negotiated price of \$150 per cause number.</p>

	<p>For more information, contact:</p> <p>Lewis County Juvenile Court  1255 SW Pacific Ave  Chehalis, WA 98532-4802  Phone: 360-740-1178</p>
Lincoln County	<p>Lincoln County generally follows the process as described in this Manual. The court will assist you in retrieving your criminal history and determining if you are eligible to have your record sealed. Contact juvenile court for information regarding attorneys who will assist with the process for a reduced fee.</p> <p>For more information, contact:</p> <p>Lincoln County Juvenile Court  450 Logan St  PO Box 5  Davenport, WA 99122-0005  Phone: 509-725-7475</p>
Mason County	<p>Mason County generally follows the process as described in this Manual. You can get a packet of information and instructions from Juvenile Court.</p> <p>For more information, contact:</p> <p>Mason County Juvenile Court  615 W Alder St  PO Box 368  Shelton, WA 98584-0368  Phone: 360-427-9670</p>
Okanogan County	<p>Contact juvenile court for assistance. You'll be asked to provide your name and date of birth to staff who will review your criminal history with you. You may choose to pay a fee of \$100 for court staff to complete the sealing process for you. You must attend a court hearing. This process takes approximately three weeks to complete. Note: Okanogan County requires individuals to have NO outstanding court fines on any matters prior to sealing.</p> <p>For more information, contact:</p> <p>Okanogan County Juvenile Court  237 N 4th Ave  PO Box 432  Okanogan, WA 98840-0432  Phone: 509-422-7250</p>

Pacific County	<p>You may get assistance with the process from juvenile court. Contact juvenile court to schedule an appointment with a staff member who will screen for eligibility. If you're eligible for sealing, staff will complete the sealing process for you. You must attend your court hearing unless you live outside of the county. This process takes approximately one month.</p> <p>For more information, contact:</p> <p>Pacific County Juvenile Court 300 Memorial Dr PO Box 93 South Bend, WA 98586-0093 Phone: 360-875-9350</p>
Pend Oreille County	See Ferry County above
Pierce County	<p>Pierce County generally follows the process as described in this Manual. However, they require specific forms which are available on their website and at the Clerk's Office. Note: ALL outstanding fines must be paid in order to seal records in Pierce County.</p> <p>For more information, contact:</p> <p>Pierce County Juvenile Court 5501 6th Ave Tacoma, WA 98406-2603 Phone: 253-798-7900</p> <p><a href="http://www.co.pierce.wa.us/pc/abtus/ourorg/juvct/abtusjuv.htm">http://www.co.pierce.wa.us/pc/abtus/ourorg/juvct/abtusjuv.htm</a></p>
San Juan County	<p>You may get assistance with the process from juvenile court.</p> <p>For more information contact:</p> <p>San Juan County Juvenile Court 350 Court St, #4 Friday Harbor, WA 98250-7901 360-378-4620</p>
Skagit County	<p>Skagit County generally follows the process as described in this Manual. You may purchase a packet of forms and instructions for \$5 from the Clerk's Office. Clerk's Office staff will assist you in obtaining a copy of your criminal history and with selecting a court date. Court hearings are held on Tuesdays and must be scheduled a minimum of two weeks out. Once the judge has signed your order,</p>

	<p>the Clerk’s Office will send copies to the agencies which have your criminal records.</p> <p>For more information, contact:</p> <p>Skagit County Clerk’s Office  205 W Kincaid St, Rm 103  Mount Vernon, WA 98273-4225  Phone: 360-336-9440</p>
Skamania County	<p>Contact Juvenile Court for assistance. Staff will assist you in completing the necessary paperwork and sending out notice to the parties. If there’s no objection to the motion to seal, the order will be signed by the judge without a hearing. A copy of the signed order will then be sent to you for your records.</p> <p>For more information, contact:</p> <p>Skamania County Juvenile Court  240 Vancouver Ave.  Stevenson, WA 98648  Phone: 509-427-3715</p>
Snohomish County	<p>Snohomish County generally follows the process as described in this Manual.</p> <p>For more information see</p> <p>Denney Juvenile Justice Center  2801 10<sup>th</sup> Street  Everett, Washington 98201  Phone: (425) -388 -7800</p>
Spokane County	<p>In Spokane County, you can call the court at the number below and they will determine your eligibility for free. This process takes approximately two weeks and you will receive a letter stating your eligibility. If you are eligible, you can choose to process the paperwork on your own, hire a private attorney, or pay the court a \$ 100 fee to process the paperwork for you. If you choose to pay the court to conduct the process, you do not need to appear to the hearing. The court will send you a copy of the signed order. The sealing process takes approximately four to six weeks.</p> <p>For more information see:</p> <p><a href="http://www.spokanecounty.org/data/juvenile/pdf/Sealing%20and%20Destruction%20of%20Juvenile%20Court%20Records.pdf">http://www.spokanecounty.org/data/juvenile/pdf/Sealing%20and%20Destruction%20of%20Juvenile%20Court%20Records.pdf</a></p>

	<p>Or contact:</p> <p>Juvenile Court  1208 W Mallon Ave  Spokane, WA 99201-2091  Phone: 509-477-2411</p>
Stevens County	See Ferry County above
Thurston County	<p>You must obtain a packet of forms and instructions from Thurston County Juvenile Court. Staff at Thurston County Juvenile Court will assist you in determining which agencies hold your juvenile records. Once you complete the necessary paperwork, your motion will be provided to the Prosecutor's Office and then to the Judge for signature. You'll be notified once your Order is signed. You generally don't need to appear for a court hearing. All legal and court fees must be paid.</p> <p>For more information, contact:</p> <p>Dave Furman, Juvenile Probation  2801 32nd Ave. SW., Tumwater, WA 98501  Phone: 360-709-3189</p>
Wahkiakum County	<p>Contact Juvenile Court for assistance. You'll be asked to provide your name, date of birth and current address. If you're eligible to seal your records, you'll be sent a form to fill out and send back. Court staff will then provide you with a court date and send out notice of the hearing to all parties. These hearings are held only once a month. You must appear at the hearing.</p> <p>For more information, contact:</p> <p>Wahkiakum County Juvenile Court  300 Memorial Ave, Fl 2  South Bend, WA 98586-0093  Phone: 360-875-9350</p>
Walla Walla County	<p>You must obtain a motion form from the Walla Walla Juvenile Justice Center. Staff at the Center will assist you in obtaining your criminal history, which must be attached to your motion. Your motion is then provided to the Prosecutor's Office. If you're eligible to seal your record(s), the Prosecutor's Office will handle the rest of the process and assist you with obtaining a signed order.</p> <p>Note: Walla Walla County requires that you have paid all outstanding juvenile</p>

	<p>and adult court fees and fines prior to sealing your records.</p> <p>For more information, contact:</p> <p>Juvenile Justice Center  455 W Rose St  Walla Walla, WA 99362-0033  Phone: 509-524-2800</p> <p>Or online at:  <a href="http://www.co.walla-walla.wa.us/departments/jjc/SealRecords.shtml">http://www.co.walla-walla.wa.us/departments/jjc/SealRecords.shtml</a></p>
Whatcom County	<p>You must contact the Whatcom Juvenile court and complete a sealing request form. Once the request form is turned in, your records are reviewed for eligibility. You'll be notified of your eligibility and the next steps to take approximately a week after making your request. Court hearings are held on Wednesdays at 10am. Note: you must have paid all juvenile fines prior to sealing.</p> <p>For more information, contact:</p> <p>Whatcom County Juvenile Court  311 Grand Ave, Ste 501  Bellingham, WA 98225-4048  Phone: 360-676-6780</p> <p>Or online at  <a href="http://www.co.whatcom.wa.us/juvenile/sealingrecords.jsp">http://www.co.whatcom.wa.us/juvenile/sealingrecords.jsp</a></p>
Whitman County	<p>You may purchase a packet of forms and instructions for \$5 from Clerk's Office. Follow the procedures in the packet.</p> <p>For more information, contact:</p> <p>Whitman County Clerk  400 N Main St  Colfax, WA 99111-0598  Phone: 509-397-6240</p>
Yakima County	<p>Yakima County generally follows the process as described in this Manual.</p> <p>TeamChild provides a free packet of forms and instructions if you're looking to seal Yakima County records. Their contact information is:</p> <p>32 North 3rd St., Suite 422  Yakima, WA 98901  (509) 573-4993</p>

## APPENDIX C - Detailed Instructions and Court Forms

### 1. Motion and Declaration to Seal Records of Juvenile Offender

#### I. Heading

1. In the box at the top left corner, write the name of the county where the juvenile offense you're trying to seal occurred on the line above "JUVENILE COURT."
2. Below that, write your name underneath "STATE OF WASHINGTON v."
3. Below that, write your birth date next to "D.O.B.:".
4. At the top right corner, write the case number of the offense you're trying to seal next to "NO:":

#### II. Motion

1. Check RCW 13.50.050(11) and (12) where it says "This motion is based on..."
2. Write today's date on the line next to "Dated:".
3. Sign your name on the line above "Pro Se Respondent (Sign Name)."

#### III. Declaration of Respondent

1. Write your name on the line next to "I,".
2. Write the date of the offense and name of the offense you're trying to seal.
3. If the offense you're trying to seal is a class A felony, check the Class A Felony box in 2.2.
4. For all other offenses, check the Class B and C and Misdemeanor and Diversion box in 2.2. If you're unsure, see "Classification of Felonies and Misdemeanors."
5. Write the date on the line next to "Signed on," followed by the city you're in.
6. Below that, sign your name; print your name. Write your address.

SUPERIOR COURT OF WASHINGTON  
COUNTY OF \_\_\_\_\_  
JUVENILE COURT

STATE OF WASHINGTON v.

Respondent.

D.O.B.:

No:  
**MOTION AND DECLARATION TO SEAL  
RECORDS OF JUVENILE OFFENDER  
(MTAF)**

**I. MOTION**

RESPONDENT moves the court for an order sealing his or her juvenile court records. This motion is based on  RCW 13.50.050(11) and (12) or  RCW 13.40.127(10),  GR 15(c) and the declaration of respondent.

Dated: \_\_\_\_\_ Attorney for Respondent/WSBA No. \_\_\_\_\_

**II. DECLARATION OF RESPONDENT**

I, \_\_\_\_\_, state as follows:

2.1. Finding of guilt: On \_\_\_\_\_ [date] I was found guilty of \_\_\_\_\_ [name of offense].

2.2 Sealing records - factors pursuant to RCW 13.50.050:

- Class A Felony Conviction:** At least one of the offenses I am attempting to seal involves a Class "A" felony but both of the following are true:
  - (1) Since my last date of release from confinement, including full-time residential treatment, or from the entry of disposition (including deferred disposition), I have spent five consecutive years in the community without committing any offense or crime that has resulted in conviction or adjudication.
  - (2) I have not been convicted of Rape in the First Degree, Rape in the Second Degree, or Indecent Liberties with Forcible Compulsion;
  
- All Class B and C Felony, Gross Misdemeanor, or Misdemeanor Convictions, or Diversions:** Since my last date of release from confinement, including full-time residential treatment, or from the

entry of disposition (including deferred disposition), I have spent two consecutive years in the community without committing any offense or crime that has resulted in conviction or diversion.

And, I meet the following requirements:

There are no proceedings pending against me seeking the conviction or diversion of a juvenile or criminal offense.

I am no longer required to register as a sex offender under RCW 9A.44.130 or I have been relieved of the duty to register under RCW 9A.44.143 if I was convicted of a sex offense.

Full restitution has been paid.

I am eligible to have my records sealed under RCW 13.50.050(11) and (12) in that I have satisfied all the requirements of those statutes.

2.3 Sealing records of vacated deferred disposition – factors pursuant to RCW 13.40.127(10):

I meet the following requirements:

The court vacated my deferred disposition and dismissed the case with prejudice pursuant to RCW 13.40.127(9).

I am over 18 years of age.

There are no charges pending against me.

2.4 Other circumstances that I believe require sealing of my juvenile court records (GR 15):

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is, to the best of my knowledge, true and correct.

Signed on \_\_\_\_\_, at \_\_\_\_\_, Washington.

\_\_\_\_\_  
Respondent

\_\_\_\_\_  
Address  
\_\_\_\_\_

## **2. Order on Motion to Seal Records of Juvenile Offender**

I. Heading: Fill out this section the same way on each form. See instructions for filling out the heading in the Motion to Seal Records.

### II. Body

1. Check RCW 13.50.050(11) and (12) after "This matter came on before the court on respondent's motion to seal records of juvenile offender pursuant to..."
2. Check the first 2.1 box to indicate that you gave notice to the appropriate parties.
3. Check the 2.2 box to indicate that you've satisfied the requirements of RCW 13.50.050(11) and (12) (No other Boxes should be checked in 2.2)
4. Check the box next to "The court grants the motion to seal q vacated deferred disposition records pursuant to RCW 13.40.127(10),' or the box 'q juvenile court records pursuant to RCW 13.50.050(11) to (16)...". as appropriate.
5. Sign your name on the line above "Pro Se Respondent (sign name)."
6. Write your name on the line above "Print name."

<b>SUPERIOR COURT OF WASHINGTON</b> <b>COUNTY OF _____</b> <b>JUVENILE COURT</b>	
STATE OF WASHINGTON v.    D.O.B.:	Respondent.

**No:**  
**ORDER ON MOTION TO SEAL RECORDS OF**  
**JUVENILE OFFENDER**  
**(ORSF)**

**I. BASIS**

THIS MATTER came on before the court on respondent’s motion to seal records of juvenile offender pursuant to  RCW 13.50.050(11) and (12),  RCW 13.40.127(10),  GR 15(c). The court heard the matter without oral argument and considered the pleadings submitted on the matter and the relevant court records.

**II. FINDINGS**

- 2.1 Adequate notice  was  was not given to the appropriate parties and agencies.
- 2.2 Compelling privacy or safety concerns that outweigh the public interest in access to the court records  have  have not been found:
  - Respondent  has  has not satisfied the requirements of RCW 13.50.050(11) and (12).
  - Respondent  has  has not satisfied the requirements of RCW 13.40.127(10).
  - Other (GR 15):

**III. ORDER**

Based on the above findings, it is hereby ordered:

- The motion to seal records is denied.
- The court grants the motion to seal records pursuant to GR 15.
- The court grants the motion to seal  vacated deferred disposition records pursuant to RCW 13.40.127(10),  juvenile court records pursuant to RCW 13.50.050(11) to (16), and:

1. The order and findings in this case are vacated, if not already vacated by RCW 13.40.127(9).
2. The official juvenile court file, the social file, and all other juvenile records as specified in RCW 13.50.050(11) in the above-entitled matter are hereby sealed.
3. The proceedings in the case shall be treated as if they never occurred, and the subject of the records may reply accordingly to any inquiry about the events, records of which are sealed.
4. Any agency in possession of such records sealed pursuant to this order that was given notice of the motion shall reply to any inquiry concerning such sealed records as follows:
 

“that any record or social file is confidential and that no information can be given about the existence or nonexistence of records concerning an individual.”
5. Inspection of any records sealed pursuant to this order shall only be permitted by further order of the court, except as otherwise provided in RCW 13.50.010(8) and 13.50.050(23).
6. Any adjudication of a juvenile offense or a crime subsequent to sealing has the effect of nullifying this order. Any charges of an adult felony subsequent to the sealing, has the effect of nullifying the sealing order for the purposes of chapter 9.94A RCW.

Dated: \_\_\_\_\_

\_\_\_\_\_  
**JUDGE/COMMISSIONER**

Submitted by:

\_\_\_\_\_  
 Pro Se Respondent (Sign Name)

\_\_\_\_\_  
 Print Name

**APPROVED FOR ENTRY:**

\_\_\_\_\_  
 Deputy Prosecuting Attorney

### **3. Notice of Respondent's Motion to Seal Records of Juvenile Offender**

I. Heading: Fill out this section the same way on each form. See instructions for filling out the heading in the Motion to Seal Records.

#### II. Body

1. Write the name of the county in which the juvenile offense you are trying to seal occurred on each of the three lines before "County Superior Court Clerk's Office," "County Prosecutor, Juvenile Division," and "County Juvenile Court Administrator."
2. Below that, write the name of the city or county police department or sheriff's office which handled the offense.
3. Below that, write the name of anyone else you think needs notice of your motion.
4. Below that, write the date of the hearing, the time of the hearing, the county, and your name.

**SUPERIOR COURT OF WASHINGTON**  
**COUNTY OF \_\_\_\_\_**  
**JUVENILE COURT**

STATE OF WASHINGTON v.

Respondent.

D.O.B.:

**No:**  
**NOTICE OF RESPONDENT'S MOTION TO SEAL RECORDS OF JUVENILE OFFENDER (NT)**

- TO: \_\_\_\_\_ County Superior Court Clerk's Office
- TO: \_\_\_\_\_ County Prosecutor, Juvenile Division
- TO: \_\_\_\_\_ County Juvenile Court Administrator
- TO: \_\_\_\_\_ Police Department/Sheriff's Office
- TO: Washington State Patrol, Records Division
- TO: Juvenile Rehabilitation Administration (DSHS)
- TO: \_\_\_\_\_
- TO: \_\_\_\_\_

PLEASE TAKE NOTICE that on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m., at \_\_\_\_\_ County Superior Court, Juvenile Division, attorney for \_\_\_\_\_, will move for an order sealing the juvenile records on the above entitled matter.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Pro Se Respondent (Sign Name)

\_\_\_\_\_

#### **4. Certificate of Service**

I. Heading: Fill out this section the same way on each form. See instructions for filling out the heading in the Motion to Seal Records.

#### II. Body

1. Write your name in the blank space.
2. In the section for PERSONAL SERVICE, insert the name and address of the agencies to which you hand delivered (provided personal service) the Notice of your Motion and the date that you did it.
3. In the section for SERVICE BY MAIL, insert the name and address of the agencies to which you mailed the Notice of your Motion and the date that you did it.
4. Attach and proof of mailing (like a certified return receipt) if you have it.
5. Sign and date the Certificate of Service.

**SUPERIOR COURT OF WASHINGTON**  
**COUNTY OF \_\_\_\_\_**  
**JUVENILE COURT**

STATE OF WASHINGTON v.

**No:**

**CERTIFICATE OF SERVICE**

Respondent.

D.O.B.:

I, \_\_\_\_\_, certify under that today I served a copy of the Notice and Motion to Seal Records in the above referenced matter to the following in the manner indicated below:

**PERSONAL SERVICE**

I served the Notice by delivering a true copy to the following:

<b>Name of court/prosecutor/ Law enforcement agency</b>	<b>Address Where Served</b>	<b>Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SERVICE BY MAIL** (Attach to this form both the postal receipt and the return receipt signed by the defendant.)

I served the Notice by depositing in the United States Post Office a true copy of the Notice enclosed in a sealed envelope having adequate postage and sent as follows:

**Name of court/prosecutor/  
Law enforcement agency**

**Address Where Mailed**

**Date Mailed**

_____	_____	_____
_____	_____	_____
_____	_____	_____

I, the undersigned, declare under penalty of perjury that the foregoing is true and correct.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Signed in \_\_\_\_\_  
[City & State]

## APPENDIX D - Sample Letters

<p style="text-align: center;"><b>Sample Letter to Law Enforcement, Juvenile Rehabilitation Administration (JRA), and/or, Washington State Patrol (WSP) Motion and Notice of Hearing</b></p>
--

**(Write the date here)**

Washington State Patrol  
Records Division  
P.O. Box 42633  
Olympia, WA 98504

RE: Motion to Seal Juvenile Records- **(write your name here)** No: **(write your case numbers here)**

Enclosed please find a copy of Notice and Motion to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11) and (12) in the above referenced matters. The motion to seal is set for **(write the date here)** at **(write the county here)** Superior Court, Juvenile Division.

Sincerely,

Your signature here

**(Print your name and address here)**

**Sample Letter to Law Enforcement, Juvenile Rehabilitation  
Administration (JRA), and/or, Washington State Patrol (WSP)  
After Order is Signed**

**(Write the date here)**

Washington State Patrol  
Records Division  
P.O. Box 42633

Olympia, WA 98504

RE: Motion to Seal Juvenile Records

Enclosed please find a copy of **(write your name here)**'s Orders on Motion to Seal Records of Juvenile Offender Pursuant to RCW 13.50.050(11) and (12). Pursuant to this order, RCW 13.50.050(14) requires any agency in possession of sealed records keep the content of the records, as well as their existence or nonexistence, confidential.

Thank you for your cooperation in this matter. If you have any questions about these documents, please telephone me at **(write your telephone number or a message number here)**.

Respectfully,

Your signature here

**(Print your name and address here)**