



Senior Rights Assistance

Will Repository Information

An original will can be deposited for safekeeping with the King County Superior Court in the Clerk's Will Repository by following this process:

Who can file the will?

- The testator (person whose will it is)
- Anyone else has custody or control of any original will and who has not received knowledge of the death of the testator

How do you file the will in King County?

- Complete a Will Repository Cover Sheet (attached)
- Pay a filing fee of \$20 (as of 1/1/10)

Where do I file the Will?

- **King County Courthouse**
516 Third Ave. Room E-609
Seattle, WA 98104
Hours: 8:30 a.m. to 4:30 p.m., Monday through Friday
- **Norm Maleng Justice Center**
401 Fourth Ave. N.
Kent, WA 98032
Hours: 8:30 a.m. to 4:30 p.m., Monday through Friday

What happens after the will is filed?

- The court makes a listing in their Superior Court Management Information System (SCOMIS) under the name and date of birth of the testator
- The will is sealed, meaning no one can see it.
- Any other filing, such as of a codicil, also requires payment of the \$20 filing fee.

Who can withdraw the will and how is that done?

- The testator may withdraw the original will with proper identification.
- If a will is withdrawn from the Repository, it may be deposited again with payment of the \$20 filing fee. Get the form for this from the Clerk's office or at <http://www.kingcounty.gov/courts/Clerk/WillRepository.aspx>
- Anyone else, including an attorney in fact or guardian, needs a court order to withdraw the original will while the testator is alive.
- Upon request and presentation of a certified copy of the testator's death certificate, the will may be unsealed and become a matter of public record

Original File Number _____

Sub # _____

KING COUNTY
WILL REPOSITORY COVER SHEET

**FOR IDENTIFICATION PURPOSES ONLY, COMPLETE THE TESTATOR'S INFORMATION BELOW:
(PLEASE PRINT)**

Testator's full legal name: _____
(last, first, middle)

Birth Place: _____ Social Security Number: _____ Date of Birth: _____
(city, state or foreign country) (last four digits only) (mm/dd/yyyy)

Driver's License Number: _____ Father's Name: _____
(first, middle, last)

Mother's Maiden Name: _____
(first, middle, last)

Withdrawal of Will – (Testator(s) Only)

I, _____,
have withdrawn my original will or will and codicil(s) and
understand this completes this record and any future deposits
will be handled as a new and separate transaction.

Signature of Testator Date

Signature of Testator or Depositor Date

Print Name Address

City, State and ZIP

For Clerks' Use Only

Type of Deposit

Initial Deposit Will Only or Will and Codicil(s)

Subsequent Deposit of Codicil(s)

Type of Withdrawal

Withdrawn by Testator Withdrawn by Court Order

Converted to Will Only Filing Converted to Probate

Converting Case Number: _____

Clerks Name: _____
Print Sign