

WAYS TO CONNECT WITH THE CLERK'S OFFICE IF YOU CANNOT COME IN THE OFFICE

In response to COVID-19 outbreak, Juvenile Division of the Clerk's Office public office is closed, in most cases, to in-person assistance.

You can contact our office directly at 425-388-7978 or emailing DJCClerks@snoco.org Monday – Friday 8:30a.m. - 11:45a.m. and 12:45p.m. - 4:30p.m.

Commonly Asked Questions

Q: How do I make a payment?

A: If you have your case number you can pay online at www.snococlerk.com, by phone 1-855-873-9713 or by mailing us a cashier's check or money order made out to **Snohomish County Clerk's Office**. Our address is **2801 10th St, Everett, WA 98201**. **If mailing payment, include case number.**

Q: What is my case number?

A: Your paperwork has your case number on the top right of the front page. It will look like this **20-8-00001-31**

If you do not have your paperwork you can call our office at **425-388-7978** or come in during our public hours.

Q: How do I seal my Juvenile Records?

A: You can purchase a packet that has instructions and forms at www.snococlerk.com. Choose packet **#46 Sealing Juvenile Records**, then call our office at 425-388-7978 and we will email your case summary sheet to be used in filling out forms.

Q: How do I remove my requirement to register as a sex offender?

A: You can purchase a packet that has instructions and forms at www.snococlerk.com. Choose packet **#47 Juvenile Offender Petition for Relief from the Duty to Register**, then call our office at 425-388-7978 and we will email your case summary sheet to be used in filling out forms.

Q: When is my hearing?

A: Call our office at 425-388-7978 and someone will assist you

Q: How can I get copies of my file?

A: Email our office at DJCCLERKS@SNOCO.ORG and we will help you obtain copies.

Q: How much do copies cost?

A: Regular copies are .25 per page, certified copies are \$5 for the 1st page and \$1 for each additional page per documents.

If you need assistance that is not addressed on this list call our office at **425-388-7978** or email us at DJCCLERKS@SNOCO.ORG We answer phones and emails Monday-Friday 8:30-12:00 and 12:45-4:30