

TELEPHONIC APPOINTMENTS WITH FACILITATOR

- Call Clerk's Office (360)336-9440 or Court Administration (360)336-9320 to set up appointment
- Download Disclaimer from Superior Court's website and print.
- Follow instructions to pay \$20.00 for appointment fee and put confirmation number on Disclaimer.

PAYMENTS

- If you do not know your case number, you can find it at: www.courts.wa.gov.
- If you have not yet filed a case and do not have a case number, use all zeros when asked to provide a case number.

Customer instructions for paying for Court Facilitator appointments using NCourt.

1. Log on to www.ncourt.com
2. Click on the type of payment you wish to make.
3. For facilitator appointments, use the "copies" option; enter your case # or 00-0-00000-0 if you don't have one. Enter Facilitator appointment – mm/dd & time (date and time of your appointment) in the Note field. The amount is \$20 per ½ hour appointment – if you are pre-paying for a 1 hour appointment, you must pay \$40.
4. After entering your case number, optional note, and amount of payment, click Save.
5. Review your transaction list – select Continue
6. Review the terms & conditions. Select "I Agree" to move to the next screen or "I Decline" to terminate the transaction.
7. Complete the payment information screen & click Submit Payment.

If you prefer to call nCOURT, the number is 1-877-793-8935. Make sure to **add the confirmation number to the bottom of the Disclaimer form.**

- Sign, date, and fax Disclaimer to Superior Court - FAX #(360)336-9340; if FAX not available mail to:

Superior Court, 205 W. Kincaid St, Rm 202, Mount Vernon, WA 98273

- Day of appointment, call the Facilitator at (360)416-1209.

To better serve you and to ensure you are prepared for your appointment, please refer to the Family Law outlines which are located on the Superior Court/forms page.

Note:



Appointments for your final dissolution or legal separation cannot be done telephonically. Refunds are not available for missed appointments.