

County Clerk's Office Drop Location for Court Filings

Clallam County Superior Court

*Effective March 16th, 2020 – The Clerk will allow filings to be dropped in the gray County curbside drop box located in the circle drive at the 4th Street entrance of the courthouse. The drop box will be clearly marked with the requirements listed below.

Requirements for drop filings:

- Your pleadings must be in a sealed envelope clearly marked for “Superior Court Clerk’s Office”
- Your phone number, address and email address need to be included in the event we need to contact you.
- Appropriate filing fees need to be included and/or arrangements made with the clerk to pay by credit card over the phone. Failure to do this will result in our office not opening your case.
- Your drop off should be in the box by 12:00 p.m. each day for same day pickup.
- If you are dropping of a petition for protection/restraining order for the 1:00 ex-parte docket – You must notify the Clerk that you’re doing so, so we can make sure to get those pleadings to the Court.

*Please call the Superior Court Clerk if you have questions at 360-417-2231 or email us at web_clerk@co.clallam.wa.us .