

# Sample of the Will Repository

## Cover Sheet

ATTACHMENT A

KING COUNTY  
WILL REPOSITORY COVER SHEET  
(PLEASE PRINT)

FOR IDENTIFICATION PURPOSES ONLY, COMPLETE THE TESTATOR'S INFORMATION BELOW:

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

Birth Place: \_\_\_\_\_ (e.g., 1416 N. 50th St., Seattle, WA) Social Security Number: \_\_\_\_\_ (last four digits only) Date of Birth: \_\_\_\_\_ (mm/dd/yyyy)

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

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

**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 I have withdrawn my  original will or  will and codicil(s) and understand this completes this record and any future deposits will be handled as a new and separate transaction.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 \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 City, State and ZIP \_\_\_\_\_

**For Clerk Use Only**

Type of Deposit  
 Initial Deposit  Will Only  Will and Codicil(s)  
 Subsequent Deposit of Codicil(s)  
 Change License Number \_\_\_\_\_ Job # \_\_\_\_\_

Type of Withdrawal  
 Withdrawn by Testator  Withdrawn by Court Order  
 Converted to Will Only  Converted to Probate  
 Converting Case Number: \_\_\_\_\_

Clerk Name \_\_\_\_\_ Print \_\_\_\_\_ Sign \_\_\_\_\_

## Definition of Terms

**Will**—A legal document that determines what happens to your property after your death.

**Codicil**—A document that is executed by a person who had previously made his or her will, to modify, delete, qualify, or revoke provisions contained in it.

**Testator**—One who has made a valid will before death.

**Decedent**—A person who has died.

**Deposit**—To entrust for safekeeping your original will or will and codicil (s) with the county clerk under seal.

**Withdraw**—The removal of will or will and codicil (s) by testator.

**Order to Withdraw Will**—The removal of will or will and codicil (s) by person other than testator.

**Probate**—After someone dies, their money and property (called the *estate*) must be distributed to their heirs. When supervised by the courts, this process is called *probate*. Probate is not always necessary, but in some situations, probate may be required.

### CLERK'S OFFICE HOURS & LOCATIONS

**King County Courthouse**  
516 Third Ave., Rm. E-609  
Seattle, WA 98104

**Maleng Regional Justice Center**  
401 Fourth Ave N., Rm. 2C  
Kent, WA 98032

Monday - Friday 9:00-4:30

**General Information for all locations:**

(206) 296-9300 TTY: (206) 296-0100

Clerk's Office Home: [kingcounty.gov/en/dept/dja](http://kingcounty.gov/en/dept/dja)

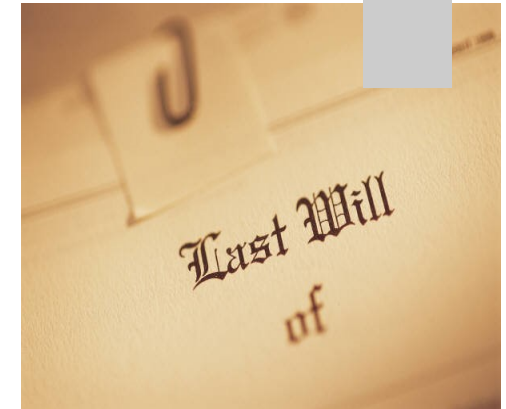
**Will Repository:** [kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/will-repository](http://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/will-repository)



**King County**

**Office of the King County Superior  
Court Clerk**

**King  
County Will  
Repository**



**Catherine Cornwall, Director  
and Superior Court Clerk**

## What is the Will Repository?

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The purpose of depositing a will with the Clerk is to provide a safe place to hold a testator's will. A deposited will is treated as a sealed document by the Court Clerk and can only be released to the testator without a court order. Any person, including an attorney or guardian of the testator may withdraw the original will so filed upon filing of a court order. The acceptance of a will for safekeeping is not a determination of the validity of the will. The Clerk will retain the deposited will or the record of its withdrawal for 100 years.

See Revised Code of Washington (RCW) 11.12.265 for complete statute.

## Why use the Will Repository?

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- Family members may be unaware of the existence or location of a decedent's last will. The Will Repository can help keep your or your family member's will in a safe, secure place.
- Fee is only \$20.00.
- This will save you the continued expense of a safe deposit box and may save your family the expense of obtaining a court order to access the safe deposit box and/or having to drill open the box.
- The costs and process involved when the original will cannot be found can be daunting; securing the original will in the Repository can help avoid this.

## Who can deposit Wills into the Repository

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- An Attorney
- The Testator
- Family member
- Friend
- Any person who has custody or control of an original will

## How to View, Add and Remove

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### To view:

- Only the testator can view the will in the Repository.
- You can view the will at both courthouses.
- Go to the Records section in the Clerk's office with valid picture ID. You can expedite this process by bringing a copy of the Will Repository Cover Sheet (WRCS) given to you at the time of filing the will.

### For Subsequent Deposit (s):

- Go to the Cashiers section in the Clerk's office with your original codicil (s), a new Will Repository Cover Sheet (available on our website or in the Clerk's office), and valid picture ID. You can expedite this process if you bring a copy of the WRCS given at time of original deposit.
- Pay fee of \$20.00

### To Remove:

- You may remove your deposit (s) any time.
- Removal by any person other than the testator will require a court order. (Forms are available on our website or in the Clerk's office).
- Wills are stored at the Seattle Courthouse.
- You may go directly to Seattle or request a pick-up at the Maleng Regional Justice Center (RJC). Call the Clerk's office for specific information for RJC pick-up.

## The difference between the "Repository" and a "Will Only" Filing

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- The Will Repository provides a safe and secure place to store your will.
- A "will only" filing is a procedure to file the decedent's will upon death. RCW 11.20.010 requires the will be filed whether or not it will be offered for probate.

## Steps to be taken following the death

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- After the death of the testator and upon request, presentation of a certified copy of the death certificate and payment of the filing fee, the will and/or will and codicil(s) will become a matter of public record.
- The cost of the filing depends on whether the estate will be required to go through a probate proceeding or filed as a "will only" action.
- Your family will need to determine which type of filing is required for your estate. They may need to seek legal advice as to the proper filing requirements.
- Once the proper filing has been determined, they may go directly to the Seattle Courthouse to complete the filing or request the will and/or will and codicil(s) to be sent to the RJC. Call the Clerk's office for specific information for RJC pick-up.
- If you need to probate or file the will in another county or state a court order is required. (Forms are available on our website or in the Clerk's office).