

**INSTRUCTIONS FOR  
MOTION AND ORDER TO WAIVE FILING FEES FOR QUALIFIED LEGAL SERVICES PROVIDERS**

Updated August 2014

If you are a Qualified Legal Services Provider (QLSP) as defined in APR 8(e)(2) complete the Motion and Declaration, and Order Re Waiver of Civil Filing Fees and Surcharges, and present to the Ex Parte and Probate Department in person at either the King County Courthouse room W325 or at the MRJC in Kent, room 1-J.

After getting the order signed by a court commissioner, take it with all the case initiating forms to the cashier's window in the Superior Court Clerk's Office (KCCH E-609 or MRJC 2C). You must file the originals of all forms the same day the commissioner signs the order. DO NOT remove the order from the courthouse.

- The Ex Parte and Probate Department at both locations is open 9:00 a.m. to 11:45 a.m. and 1:30 p.m. to 4:00 p.m.
- The King County Superior Court Clerk's Office is open 9:00 a.m. to 4:30 p.m.
- The forms are available at no cost in the clerk's office or the Family Law Facilitator (KCCH: W-382, MRJC: 3-D), and on the Washington Courts website: [www.courts.wa.gov](http://www.courts.wa.gov) (directly: [Forms: General Rule 34 Request for Waiver of Civil Filing Fees and Surcharges](#)).