

## TELEPHONIC APPOINTMENTS WITH FACILITATOR

- Call Clerk's Office (360)416-1800 or Court Administration (360) 416-1200 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](http://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](http://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) 416-1210; 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.