

COURTHOUSE COMPLEX FREQUENTLY ASKED QUESTIONS

TABLE OF CONTENTS

QUESTION CATEGORIES	PAGE NUMBER
General Questions	2
I Need an Attorney/Help	3
Forms	3
Jury Duty	3
Driving/Traffic	3,4
I Owe Fines, Fees, Assessments	4
In Custody	4
Zoning/Code Violations/Permits	5
Small Claims/Eviction Matters	5
Protection Orders/Domestic Violence	5
Court Details	5,6
Family/Marriage	6,7
Deaths	7
Property	7

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GENERAL QUESTIONS	ANSWERS
Emergencies: 9-1-1	Non-Emergencies: MACC: 509-762-1160
Does Grant County have a website?	Yes: www.grantcountywa.gov
Where can I report a crime in Grant County?	(Non-Emergencies): MACC: 509-762-1160
How do I schedule an interpreter?	The court will provide an interpreter for criminal matters. The County has interpreter services available to those calling into the County or visiting offices/departments. To discuss interpreter services for Superior Court <i>non-criminal</i> matters: Mary Jane Castillo: 509-760-3056 or <i>via</i> e-mail at maryjaneinterpreter@hotmail.com
Where can I get a list of approved County arbitrators?	Superior Court, 2 nd floor Law & Justice Building: 509-754-2011x 4144
Where do I get a list of approved Guardian Ad Litem (GAL)? How can I be added to the registries?	Superior Court, 2 nd floor Law & Justice Building: 509-754-2011x 4179
How can I get a list of approved County mediators?	Superior Court, 2 nd floor Law & Justice Building: 509-754-2011x 4144
Where can I get fingerprints taken?	Sheriff's Office, 1 st Floor Law & Justice Building: 509-754-2011x 2001
Where do I get a concealed weapons permit?	Sheriff's Office, 1 st Floor Law & Justice Building: 509-754-2011x 2001
What level of court handles misdemeanor criminal offenses?	District Court, Courthouse Room 302: 509-754-2011x 3101
Where do I get a passport?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 2801
Where can I register to vote?	Elections Office, Courthouse Room 203: 509-754-2011x 2704
Where can I find information about a business license?	Treasurer's Office, Courthouse Annex Room 204: 509-754-2011x 4299
Where would I go to get a restraining order?	(Non-family only) District Court Civil Dept., 1 st Floor Courthouse Room 102: 509-754-2011x 3135 (All others) Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 2801
Where can I obtain copies of County Public records?	It depends on the type of record. Public Records Officer: 509-754-2011x 2938 located in the County Commissioner's Office, Courthouse Annex Room 206

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I NEED AN ATTORNEY/HELP	ANSWERS
I don't have an attorney and cannot afford one. I might go to jail. Who can I call?	Criminal Cases Only: Grant County Department of Public Defense: Courthouse Annex Room 104 or call 509-754-6027 Non-Criminal Cases Only: Northwest Justice Project/CLEAR: 1-888-201-1014 or 509-664-5101
How do I find an attorney?	Washington State Bar Association www.wsba.org
Where can I get general legal information?	www.WashingtonLawHelp.org or www.lawforwa.org
Where can I find a law library?	Grant County Courthouse: Room 105. Hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday (excluding County holiday closures).
How do I reach my Court Appointed Attorney?	Non-Felony criminal matters: Grant County Department of Public Defense Courthouse Annex Room 104: 509-754-6027 Adult Felony criminal matters: Grant County Department of Public Defense Courthouse Annex Room 104: 509-754-6027 (Non-traffic) Juvenile criminal matters: Youth Services/Juvenile Court, 303 Abel Road, Ephrata: 509-754-5690
Who do I contact if I have a complaint about a Public Defender?	Director, Grant County Department of Public Defense: Courthouse Annex Room 104 or call 509-754-6027 ; toll free number is 1-800-572-0119 (then ask for Public Defense)
FORMS	ANSWERS
Where do I go to buy legal forms?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 2801
Where can I obtain legal forms on-line?	www.courts.wa.gov/forms
Where would I find blank Deeds?	Office Supply Co. or Title Company
Where would I find Real Estate Excise tax forms?	From the Treasurer's Office, Courthouse Annex Room 204: 509-754-2011x 4299
JURY DUTY	ANSWERS
How do I request to be excused from Jury Duty?	Superior Court: SC Jury Administrator: 509-754-2011x 4179 District Court: 509-754-2011x 3127
How do I change the date of my Jury Duty?	Superior Court: SC Jury Administrator, 509-754-2011x 4179 District Court: 509-754-2011x 3127
DRIVING/TRAFFIC	ANSWERS
Where can I file or get a copy of an accident report?	It depends. Start with Public Records Officer, Commissioner's Office, Courthouse Annex Room 206: 509-754-2011x 2938

COURTHOUSE COMPLEX FREQUENTLY ASKED QUESTIONS

DRIVING/TRAFFIC (Cont'd)	ANSWERS
Where do I get a copy of a police report?	It depends. Start with Public Records Officer, Commissioner's Office, Courthouse Annex Room 206: 509-754-2011x 2938
How do I get an officer to appear in court?	The Prosecuting Attorney's Office subpoenas officers as needed for charged criminal cases. For active misdemeanor matters involving officers that are not charged by the Prosecuting Attorney, contact the appropriate court: District Court: 509-754-2011x 3101 Juvenile Court: 509-754-5690
Where do I pay traffic, non-traffic and parking tickets?	District Court, Courthouse Room 302: 509-754-2011x 3101
Will parking tickets go on my driving record?	Check with District Court: 509-754-2011x 3101 or State Department of Licensing: 509-754-2392
Who do I ask for a mitigation or contested hearing from? (See also Court Details)	Tickets - District Court, Courthouse Room 302: 509-754-2011x 3101
Where do I get a placard and/or handicapped license plates?	Auditor's Licensing Department, Courthouse Room 201: 509-754-2011x 2703
I OWE FINES, FEES, ASSESSMENTS	ANSWERS
How do I make payments for court imposed obligations I owe?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 2801 District Court, Courthouse Room 302: 509-754-2011x 3101
IN CUSTODY	ANSWERS
Where do I find out if someone was picked up?	(Adult only) Jail, 1 st floor Law & Justice Building: 509-754-2011x 2401-0 (Juvenile only) Youth Services/Juvenile Court, 303 Abel Road, Ephrata: 509-754-5690
Where do I find out if someone is in jail?	Jail, 1 st floor Law & Justice Building: 509-754-2011x 2401-0
Where do I go to post bond/bail?	(Adult only) Jail, 1 st floor Law & Justice Building: 509-754-2011x 2401-0 (Juvenile only) Youth Services/Juvenile Court, 303 Abel Road, Ephrata: 509-754-5690
Where do I find out if someone has been arraigned?	(Non-Felony) District Court, Courthouse Room 302: 509-754-2011x 3101 (Felony) Superior Court Clerk, Law & Justice Building Room 218: 509-754-2011x 2801

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ZONING/CODE VIOLATIONS/PERMITS	ANSWERS
Where can I find out information about zoning?	Planning Department, 264 W. Division Ave, Ephrata: 509-754-2011x 2501
Where do I report a code violation?	Building Department, 264 W. Division Ave, Ephrata: 509-754-2011x 3001 or Planning Department, 264 W. Division Ave, Ephrata: 509-754-2011 x 2501
Where do I schedule a building/construction inspection?	Building Department, 264 W. Division Ave, Ephrata: 509-754-2011x 3001
SMALL CLAIMS, EVICTION MATTERS	ANSWERS
Where do I file a small claims (\$5,000 and under) action?	District Court Civil Department, 1 st floor Courthouse Room 102: 509-754-2011x 3135
Where do I file or respond to an eviction?	Superior Court Clerk's Office, 2 nd floor of Law & Justice Building Room 218: 509-754-2011x 2801
PROTECTION ORDERS/DOMESTIC VIOLENCE	ANSWERS
Where do I get a Domestic Violence protection order? <i>Same as a restraining order or no contact order</i>	FOR FAMILY MEMBERS: Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 2801
Where can I obtain safe shelter from domestic violence?	New Hope Domestic Violence and Sexual Assault Services, 311 W. 3 rd Ave., Moses Lake: 509-764-8402
Where do I get a protection order for unlawful harassment? <i>Same as a restraining order or no contact order</i>	FOR NON-FAMILY MEMBERS: District Court Civil Department, 1 st floor Courthouse Room 102: 509-754-2011x 3135
COURT DETAILS	ANSWERS
Can I talk to the judge?	No. You may not talk to the judge outside of your court hearing
Where do I go to file an appeal from district or municipal court?	District Court, Courthouse Room 302: 509-754-2011x 3101
Where do I go to file a probate/estate or guardianship action?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 2801
Where do I go to review a court file?	Superior Court cases, Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 2801 District Court cases, District Court, Courthouse Room 302: 509-754-2011x 3101
Where do I go to purchase copies of documents in a court file?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 2801 District Court Office, Courthouse Room 302: 509-754-2011x 3101
How do I file documents into a Superior Court file?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 2801

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COURT DETAILS (Cont'd)	ANSWERS
Where can I get a copy of the Local Court Rules?	www.courts.wa.gov/court_rules
What are bench copies and who gets them?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 2801
I can't be there for court when I am scheduled. What can I do?	Superior Court matters – Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 2801 District Court matters , District Court, Courthouse Room 302: 509-754-2011x 3101 Prosecutor's Office, Law & Justice Building Room 131: 509-754-2011 x 3950 (Juvenile non-traffic matters only) Youth Services/Juvenile Court, 303 Abel Road, Ephrata: 509-754-5690
Who do I ask for a mitigation or contested hearing from? (For Tickets see Driving/Traffic)	Superior Court matters, Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 2801 District Court matters, District Court, Courthouse Room 302: 509-754-2011x 3101
How do I quash a warrant?	For a District Court warrant , District Court, Courthouse Room 302: 509-754-2011x 3101 For a Superior Court matter , contact the Clerk's Office: 509-754-2011x 2801 (Juvenile non-traffic matters only) Youth Services/Juvenile Court, 303 Abel Road, Ephrata: 509-754-5690
FAMILY/MARRIAGE	ANSWERS
How can the courthouse facilitator help me? What are the hours?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 2801
How do I file for dissolution of marriage?	Superior Court Clerk's Office, Law & Justice Building Room 218: 509-754-2011x 2801
Where do I get a marriage license?	Auditor's Office – Recording, Courthouse Room 201: 509-754-2011x 2736
Where do I go to get a marriage license age waiver?	Youth Services/Juvenile Court, 303 Abel Road, Ephrata: 509-754-5690
Can a judge marry us?	Yes, through District Court, Courthouse Room 302: 509-754-2011x 3101
Where can I order a birth certificate for someone born in Washington state?	Health District, 1038 W Ivy, Moses Lake: 509-766-7960

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DEATHS	ANSWERS
Where do I get a copy of a death certificate?	<ul style="list-style-type: none"> • For deaths occurring in Grant County from November of 2014 to current, contact the Health District at 509-766-7960. • For deaths occurring in other counties in recent years the Health District might be able to issue the record; please contact it at 509-766-7960 for further information/assistance. • For deaths occurring prior to November of 2014, please go online at www.doh.wa.gov/LicensesPermitsandCertificates/BirthDeathMarriageandDivorce for information. • For deaths prior to July 1, 1907, you will need to contact the County Auditor in the county where the death occurred.
PROPERTY	ANSWERS
Where can I ask about how the value on my property was assessed?	Assessor's Office, Courthouse Annex Room 107: 509-754-2011x 2683
Where do I go to contest the assessed value on my tax statement?	Board of Equalization Secretary located in the County Commissioner's Office, Courthouse Annex Room 206: 509-754-2011x 2931
Where do I record a document or deed?	Auditor's Office – Recording, Courthouse Room 201: 509-754-2011x 2705
Where do I get a copy of a recorded deed?	Auditor's Office – Recording, Courthouse Room 201: 509-754-2011x 2705
Where do I pay my property taxes?	Treasurer's Office, Courthouse Annex Room 204: 509-754-2011x 4299
I am a senior and/or disabled person on a limited income, is there anything I can do to lower my taxes?	Assessor's Office, Courthouse Annex Room 107: 509-754-2011x 2683
How do I establish a site address for my property, request a change of site address, or get a blue address marker?	For property located <u>outside city limits</u> , contact the Planning Department online at http://www.grantcountywa.gov/GIS/HTM/Addressing.htm , in person at 264 W. Division Ave., Ephrata, or by calling 509-754-2011 x 2501 . For property <u>within city limits</u> , contact your City Hall.