

# Superior Court

## Notice to the Bar & Public

November 7, 2008

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**ATTENTION Law Office Personnel:** Please ensure that ALL staff, attorneys and non-attorneys are aware of the contents of this notice.

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### Internet Access to Court Files for Attorneys

At long last we are pleased to announce that the County has finally authorized the Clerk to extend Internet access to the Court's files to all attorneys. Complete instructions for registering to use the service may be found on the court's web page at [www.whatcomcounty.us/superior](http://www.whatcomcounty.us/superior). In the top/left corner of the page is the link to a 4-page Internet Access Instructions PDF document. We recommend that you print the instructions.



It will be necessary for users to register, by creating a **myWhatcom** account with the county. One must provide First Name, Last Name and Email Address.

Once the account is created one must **Subscribe** to the Superior Court files service. To Subscribe one must provide a WSBA#, which will be verified before access is granted.

Attorneys may wish for support staff to also have access to the court records. Access to non-attorney staff members will only be granted when the supervising attorney has requested access for identified staff. An attorney may request staff access by emailing the Clerk/Administrator at [nfjackson@whatcomcounty.us](mailto:nfjackson@whatcomcounty.us). Attorneys should identify themselves with name, WSBA# and contact information. Please list the first and last name of each designated staff member. Staff members may then use the instructions described above, create a **myWhatcom** account and **Subscribe** to the services, listing in the **Organization** field the name and WSBA# of the supervising attorney. Those Subscription requests will only be granted if the supervising attorney has, in advance, requested the named staff member be granted access. Do not permit staff members to use the attorney ID and password, as the attorney will be presumed accountable for any attempted abuse of the records.

On the reverse are instructions from the main screen of the case look-up screen. There are detailed instructions for printing documents. If you merely try to print using the printer icon on your browser, you will get extraneous characters and only the current page of a multiple page document. You must open the document in its PDF version in order to print all pages at once.

### Entry of Findings re 3.5 & 3.6 Hearings

In recent collaboration with the Prosecuting Attorney and the Public Defender, the Court has established a policy to provide for timely entry of findings following the above hearings. The full text of the policy may be found on the court web site at [www.whatcomcounty.us/superior](http://www.whatcomcounty.us/superior) at the top/left under Bar Notice.

## Whatcom County Superior Court Case Records

Welcome to the Whatcom County Clerk's virtual file cabinet, containing late 1990's and later PUBLIC cases. Older cases are available on microfilm in the Clerk's office. [Find the case number](#) and then search for the case documents using the fields to the left. If the search returns a "Not Found," check to see that you correctly entered the case number, without hyphens. The search will return a "Not Found" if the case is a sealed case type or if the case is on microfilm. Microfilmed records may only be viewed in the Clerk's office.


### USERS ARE PROHIBITED FROM USING ACCESS TO THESE RECORDS FOR ANY COMMERCIAL PURPOSE.

Penalties may apply. RCW 42.17.260(9)


#### **1. SEARCHING FOR DOCUMENTS:**

- At the present, you may only search the Clerk's records if you know the case number. To search by name for case numbers click [here](#).
- In the field to the left, enter the case number without hyphens or spaces.
- You may limit the search by adding other or more specific search criteria, using the fields on the left, and the case number.
- Entries in the fields are not case-sensitive (upper or lower case letters will yield the same search result.)

#### **2. DOCUMENT SEARCH RESULTS:**

- Once you have located the index to the case you seek, you will see a list of all documents and events recorded in the electronic file folder, appearing in date order.
- The existence of a sealed or confidential document will not be displayed at this time.
- If you know the approximate date of the filing of the document you seek, look in the "**Date**" field and click "**Next 50**" if you need to move to later dates.
- Once you are in the approximate index date area, look in the "**Description**" for the document you seek.
- Once you have found the document, click on the left-most "**Document Name**" link for that document to display its image. For cases prior to 2005 you may not be able to open/view individual documents, but must scroll through the entire case file, page by page. It is recommended that you use the Thumbnails option in the browser or in the PDF option described below.
- Use the **UP** or **DOWN** arrows to move through pages of a multi-page document.
- Use the  button on the far right of the toolbar to close the document and return to the results list.

#### **3. PRINTING DOCUMENTS:**

- When viewing the document, click the **PDF icon**  next to the "**Get PDF Page 1 to X**" field on the upper toolbar. All the pages will be displayed in a new printable window.
- Use your PDF viewer print icon to print the document, NOT the browser print icon. **NOTICE:** For most cases prior to 2005 the PDF document is the ENTIRE case, not individual documents. Use the Thumbnails option to choose and print only those pages you need.
- If you are accessing the file in the Clerk's office, you may use the browser to print it at the rate of 15¢ per page. The print job will print at the Clerk's counter, where you may claim and pay for it. For Certified Copies, the cost is \$5.00 for the first page and \$1.00 for each additional page. We must verify what you print before we may certify a document. We must certify entire documents, not portions.

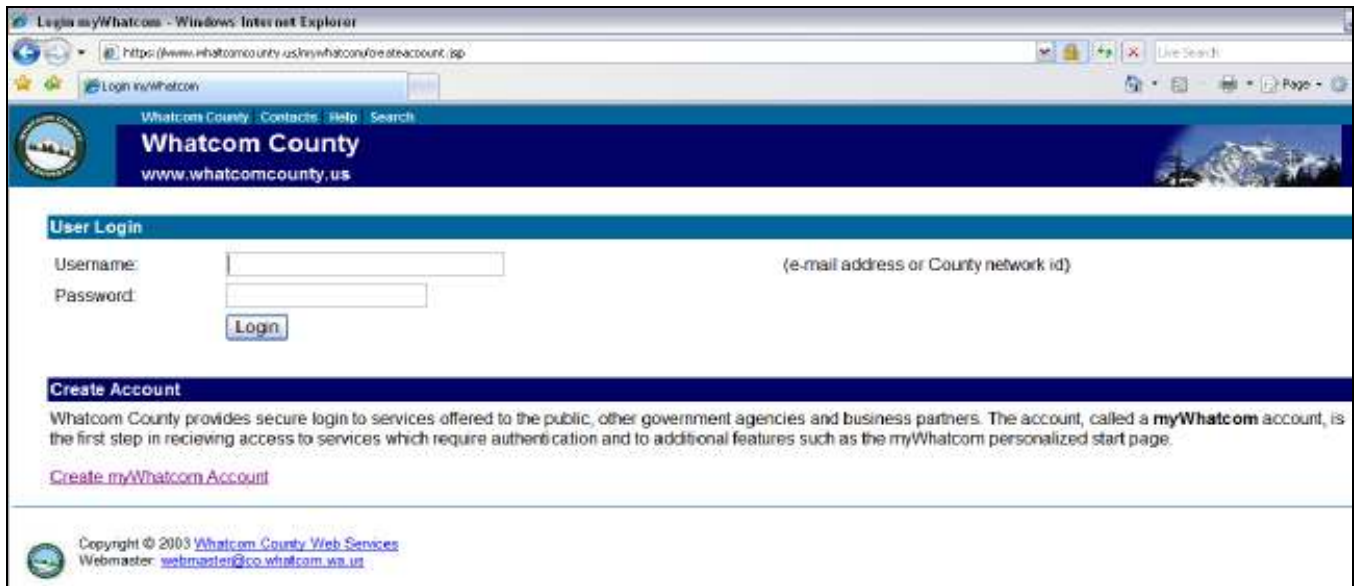
## myWhatcom and Superior Court Document Viewing Web Service Subscription Procedure

The web service, myWhatcom, is the gateway to many present and future web based applications used around the county. It is available at

<http://www.whatcomcounty.us/mywhatcom>

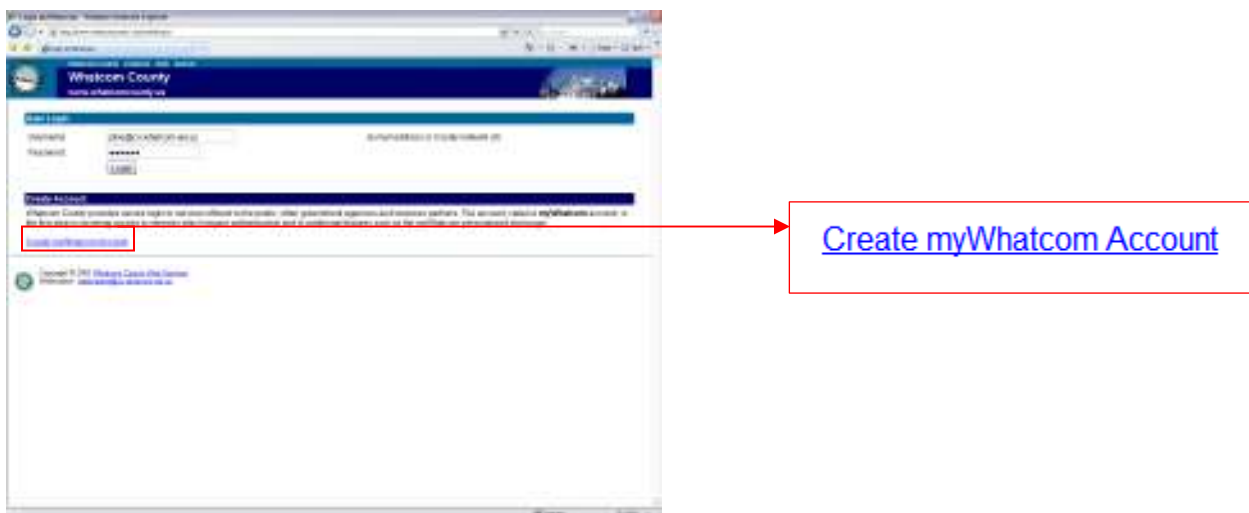
**Note:** To make it easier to get to myWhatcom, you can add the link to your Bookmarks/Favorites in your browser (Click **Favorites/Add to Favorites**) or once you open the above link you can add a shortcut to your desktop by right clicking anywhere on the page and select **Create Shortcut**.

When you go to the website in your web browser, you will come to a page that looks like this:



If this is the first time using myWhatcom web service, you must create an account.

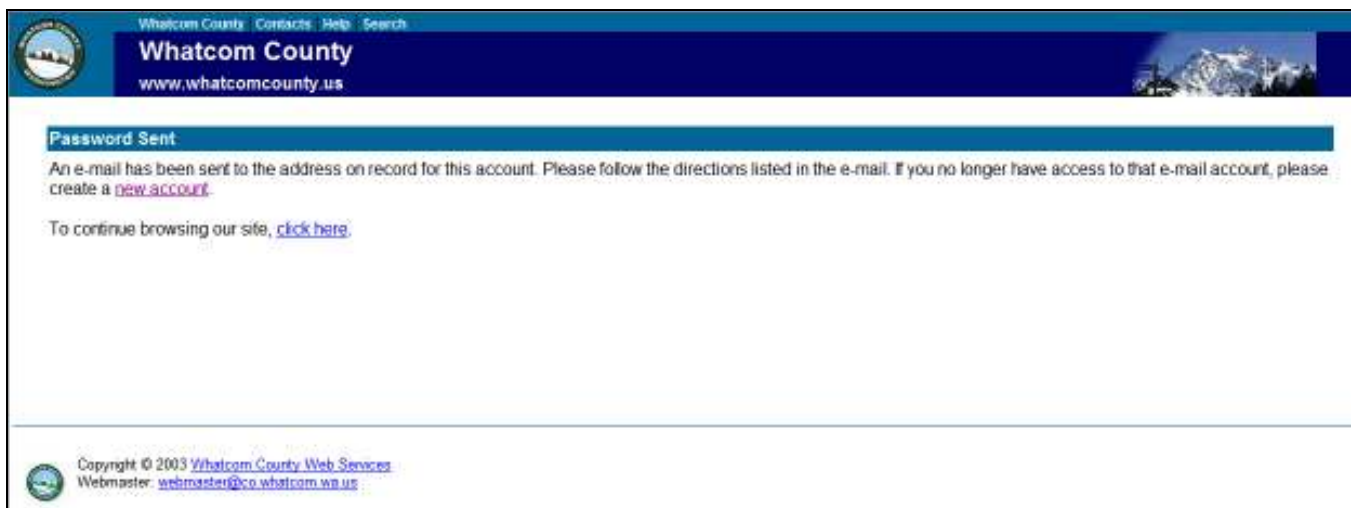
1. Click on the "[Create myWhatcom Account](#)" link on the lower left corner of the page.



2. Enter your e-mail address, first name, and last name in the appropriate text fields as shown below. Click “Create Account”.

E-Mail Address:	<input type="text" value="kimbo789@hotmail.com"/>
First Name:	<input type="text" value="Kim"/>
Last Name:	<input type="text" value="Bo"/>
<input type="button" value="Create Account"/>	

3. The next page will look like the image below. Click “Click here to continue logging on to myWhatcom” to take you back to the login page.




4. Go to the e-mail account that you entered as your E-mail Address to retrieve the e-mail the following instructions and link to the next step.

Your request for a new password for your myWhatcom account with Whatcom County Government, [www.whatcomcounty.us](http://www.whatcomcounty.us), has been recieved. To complete the request select the following hyperlink:  
<https://www.whatcomcounty.us/apps/auth/promptnewpass.jsp?key=1178316843106499345805>

If you are unable to click on the link, copy and paste it into the address field in your web browser. This request will expire for security reasons in 3 days.

If you have any questions, please contact Whatcom County, A.S. - Information Technology via e-mail at [webmaster@co.whatcom.wa.us](mailto:webmaster@co.whatcom.wa.us) or (360) 676-7684. Thank you.

5. The link will take you to a webpage where you will set your password. Make sure your password is something you will remember.



Whatcom County | [Contacts](#) | [Help](#) | [Search](#)

# Whatcom County


[www.whatcomcounty.us](http://www.whatcomcounty.us)

## Set Password

Please type the new password for your account:

Password:

6. Now that you have entered your password, click on the myWhatcom hyperlink to login with your e-mail address and password.



Whatcom County | [Contacts](#) | [Help](#) | [Search](#)

# Whatcom County

[www.whatcomcounty.us](http://www.whatcomcounty.us)

## Request Processed

Your new password has been set. Please visit [myWhatcom](#) to login.

7. Enter your e-mail address and password. Click Login.

### myWhatcom Account Required

You have requested access to a protected page. To view this page or use this service you must have a myWhatcom account below to login. If you do not have an account you can create one below.

#### User Login

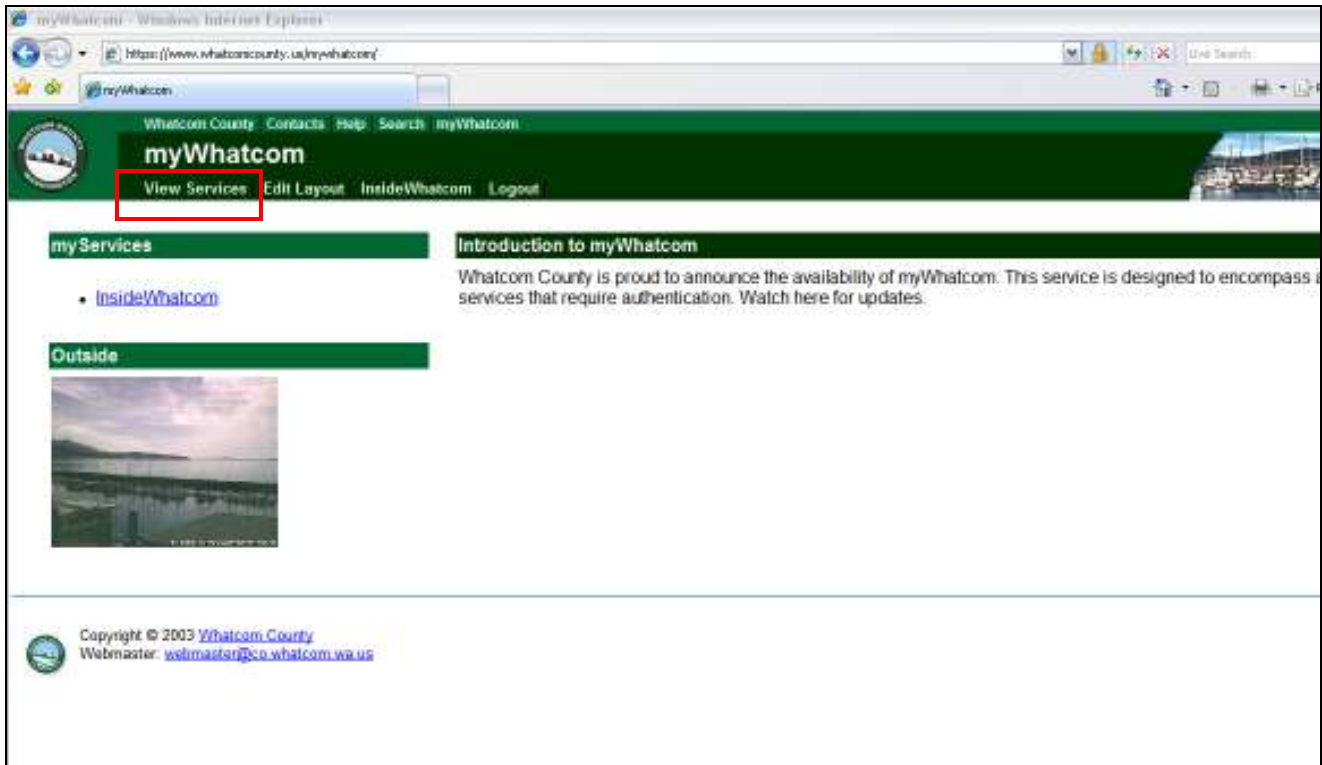
E-mail Address :

Password:

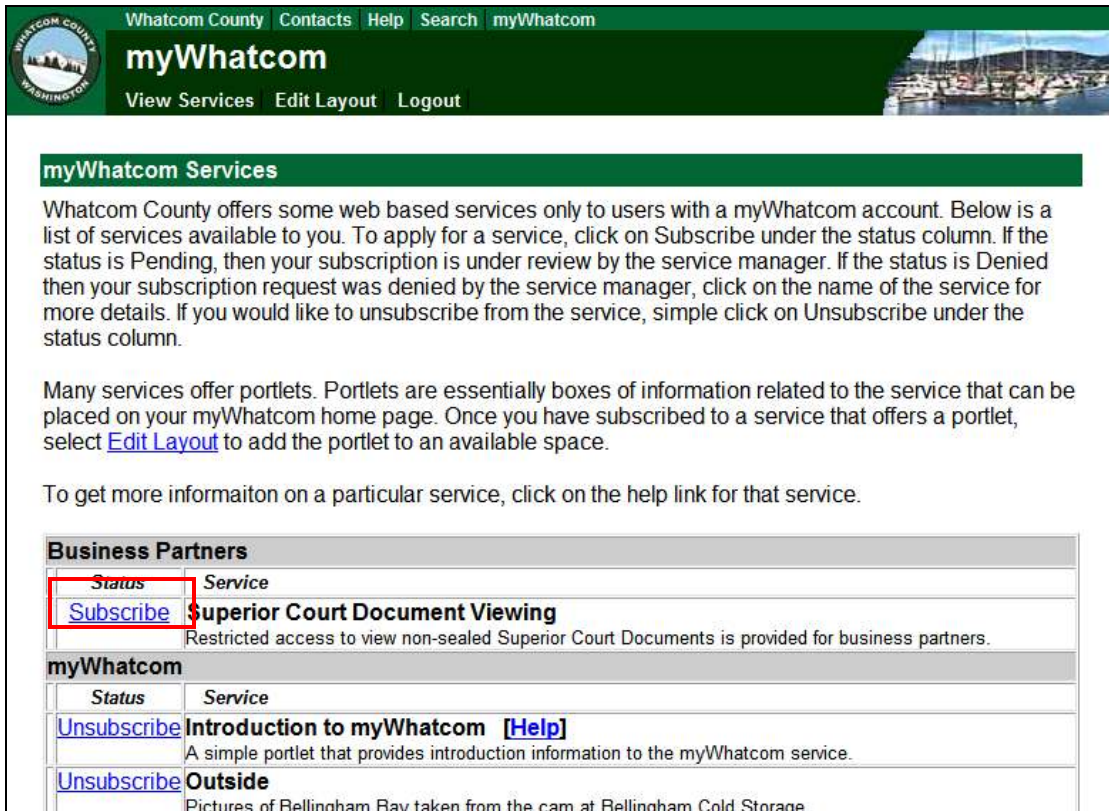
#### Create an Account

Whatcom County provides secure login to services offered to the public, other government agencies and businesses. This is the first step in receiving access to services which require authentication and to additional features such as the myWhatcom account.

8. Once you login, you will see the following page. Click on “View Services”.



9. Subscribe to the “Superior Court Document Viewing” to get access to the service. Once subscribed, your information will be submitted for approval.



10. As stated in the confirmation page after you click subscribe, you will receive an e-mail when you have access.

### Apply for Service: Superior Court Document Viewing

Thank you for applying for the Superior Court Document Viewing service. The service manager(s) have been sent an e-mail with your application. Once the service manager(s) have reviewed the request they will either approve or deny your application. You will receive an e-mail notification of the outcome and further instructions.

There will be a link to the application under My Services on the main page of myWhatcom.

11. When you receive an e-mail with the following message,

You have been granted access to the Superior Court Document Viewing service at <http://www.whatcomcounty.us/mywhatcom/>

then you will have access to the myWCDIS service under myServices after you log into myWhatcom again.



12. Click on myWCDIS after logging in to myWhatcom to begin browsing the Superior Court documents.