



Proud past. promising future

**Sherry W. Parker, County Clerk**

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## CLERK'S ALERT

To: Whom it May Concern  
From: Sherry Parker, County Clerk  
Date: December 2009  
Re: **Budget Reductions**

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As a result of the recent county budget reductions, the Clerk's Office will make the following changes beginning January 4, 2010.

1. Our public office hours will change to 8:30 am to 4:30 pm. The staff will work 7.5 hours per day, generally from 8:30 am to 5:00 pm.
2. Attorneys will no longer be able to check out files from the Clerk's Office. For many years we have been among only a few counties in the state that offer this service, but the reduction in staff hours means it is no longer possible. You may still view files in the office or there is a public computer available in our lobby from which you can view the documents and print any copies you might need. The cost for those copies is 50 cents per page, uncertified or we can e-mail the documents for .25 cents per page.

Files for cases that are "short set" may be picked up from the office by the attorney of record and taken to the courtroom. Those files should be returned to the clerk in the courtroom.

Additionally, we now offer subscriptions to our LibertyWeb which allows access to public files from 1985 forward on a 24/7 basis. That subscription can be shared by as many as five attorneys or offices, but only one person at a time may access document images. If you are the attorney of record, we can arrange for you to view confidential documents also. The cost for a subscription is \$1,500 for the first year and \$500 per year after that. Contact our office for more details.

3. We will institute a \$10.00 fee for citizens on public assistance to meet with the Family Law Facilitator for a 20 minute appointment. These citizens do not currently pay a fee; those citizens not on public assistance will continue to pay a \$20.00 appointment fee.
4. There may be a delay in getting documents into files. To be sure documents are available for the judicial officer, please file early or supply a bench copy.
5. We will be moving our Criminal Collections Unit staff into our space at the Family Law Annex beginning the end of the month. They monitor the payment of legal financial obligations owed by defendants convicted in superior court.