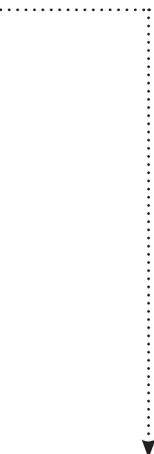


# Legal Financial Obligations (LFOs)

Understanding How LFOs Work .....

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Understanding How LFOs Work .....



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# Introduction

This guide was created by the Seattle University School of Law's Access to Justice Institute in partnership with the Black Prisoners' Caucus, Seattle University's Criminal Justice Department, and the American Civil Liberties Union of Washington. The purpose of this guide is to help educate people about Legal Financial Obligations (LFOs) and how they work. LFOs include fees, fines, and restitution orders that are assessed by judges at the time of criminal conviction. Our intention is to assist the nearly 114,000 individuals who are currently obligated to make LFO payments in Washington State.<sup>1</sup> In addition, this material will act as an LFO reference for victims, families, and others affected by LFOs. While there are different procedures for the collection of LFOs for those in and out of Department of Corrections' (DOC) custody, we hope to provide a broad overview about LFOs to help those with LFOs make timely payments, and to help ensure victims' compensation and services.

Legal financial obligations affect the lives of many individuals. Washington State currently has over 19,000 offenders confined within the DOC.<sup>2</sup> In addition, another 40,000 offenders are under community supervision by the DOC. Each year, 8,500 adults transition from prison back into our communities.<sup>3</sup> These individuals face many obstacles, such as securing stable employment and housing. Therefore, it is crucial that our community and those affected by LFOs understand them and their impact.

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<sup>1</sup> Data gathered from the Administrative Office of the Courts and the Department of Corrections

<sup>2</sup> As of June 2009, DOC manual population summaries; [www.doc.wa.gov](http://www.doc.wa.gov)

<sup>3</sup> *The Assessment and Consequences of Legal Financial Obligations in Washington State, Report prepared for the Washington State Minority and Justice Commission (2008)*



# LFO Overview

Legal financial obligations, or LFOs, are the fines, fees, and restitution amounts the court imposes at sentencing. (RCW 9.94A.030; 9.94A.760; 7.68.035; 9.94A.550.) See Glossary for definitions.

The amount of fines and fees owed is written in the Judgment and Sentence (J&S), or sometimes it is put in a separate court order. The amount of restitution is often put in a separate restitution order. Offenders should get a copy of the J&S from their defense attorney, or they can obtain a copy from the court file.

**LFOs accrue interest at the rate of 12% per year, beginning from the date of judgment until the LFOs and the interest are paid in full.** (RCW 10.82.090) [In some cases, upon release from confinement, only the non-restitution interest may be reduced or waived by court order. See RCW 10.82.090.]

For example: If an offender owes \$3000 in LFOs, and does not make a payment for one year, the offender will owe an additional 12% of that amount in interest.  $12\% \text{ of } \$3000 = \$360$ . Therefore, at the end of that year, the offender would owe an additional \$360 in interest, so the total amount of LFOs and interest owed would be \$3360.

**To find out the total amount of LFOs and interest owed, offenders must contact the County Clerk's office of the county or counties where they were sentenced. See County Clerk's Contact Information.**

Payment of LFOs, including the interest, is required by law as a condition of sentencing. **LFOs must be paid in full before an offender can get a Certificate of Discharge (COD).** (RCW 9.94A.760; 9.94A.637) A COD is important for many reasons: it indicates that an offender has met all conditions of sentencing, and it starts the waiting period for getting a conviction vacated, for those eligible, among other things.

**It is extremely important that offenders pay any and all LFOs that are owed.**

# LFOs In Custody

Once an offender is in custody of DOC, the Department sets up a Trust Account in the name of each offender. (RCW 72.11.020; DOC Policy 200.000) This is essentially an account held “in trust” by DOC for all offenders. Funds in an offender’s Trust Account do not earn interest.

DOC is responsible for the collection of LFOs while an offender is in DOC custody. **When funds are deposited into the Trust Account of an offender who owes LFOs, DOC usually deducts 20% of the deposit for payment of those LFOs.** (RCW 72.11.020; 72.11.030; 72.09.111; 72.65.050). For example, if \$50 is deposited into an Offender Trust Account, the 20% deduction for LFOs would be \$10. (20% of \$50 = \$10.) Therefore, the total amount of the deposit would then be \$40.

Some deposits are exempt from LFO deductions, such as VA/SSA benefits, Protected Tribal Benefits, Class III and Class IV gratuities (wages), and Class IV incentives (bonuses). However, any deposits for Worker’s Compensation benefits go entirely (100%) toward payment of LFOs. (See DOC Policy 200.000 and Attachment 1 “Deduction Matrix.”)

Two times each month, DOC sends the money deducted for LFOs to the County Clerk’s office(s) where the offender owes LFOs. The money collected for LFOs first pays any restitution amount owed. After the restitution amount (plus any restitution interest) is fully paid, the County Clerk’s office is responsible for distributing payment proportionally among all other fines, costs, and assessments imposed by the court. (RCW 9.94A.760)

DOC sends a Trust Account Statement to each offender once a month. The statement shows the amount of money deducted for LFOs in the previous month. It also shows the total amount of money deducted for LFOs by DOC up until that time. However, the statement does not show the total amount of LFOs that are still owed—it will say “Unlimited.”

“Unlimited” will show for the LFO “Amount Owing” on the Trust Account Statement until all LFOs for all cause numbers are paid in full. Therefore, even if an offender has fully paid the LFOs owed for one or more cause number(s), the amount owed for LFOs will still say “Unlimited” until all other LFOs owed are fully paid.

**Offenders must contact the County Clerk’s office(s) where they were sentenced to find out the balance owed for LFOs. See County Clerk Contact Information.**

Every month, DOC also sends a “Legal Financial Obligations Withdrawal Acknowledgement” to each offender who had money deducted for payment of LFOs in the previous month.

The offender’s LFO Withdrawal Acknowledgement lists the name of each county where the offender owes LFOs and the LFO amount DOC paid to that county from the offender’s Trust Account. The Acknowledgement also lists the cause number(s) under the county name, and it gives the “LFO Balance” owed for each cause number.

## Other Deductions

Funds deposited into an Offender Trust Account are also subject to mandatory deductions by DOC. (RCW 72.09.480; 72.09.110; 72.09.111; 72.09.450) These deductions are separate from LFOs.

A certain percentage of most deposited funds are deducted for: Crime Victims Compensation (CVC), Savings, and Costs of Incarceration (COI). [Savings are not deducted for offenders sentenced to death or to Life Without Parole (LWOP).] If child support is owed, a certain percentage will also be deducted for the Division of Child Support (DCS) for payment of that child support.

- See DOC Policy 200.000 and Attachment 1 “Deduction Matrix” for the different percentages deducted for different types of deposits.
- Some types of deposits are exempt from deductions. For example, deductions are not made from funds deposited into specific Sub Accounts for education programs, medical care, and for postage. Please note that money in these Sub Accounts **can still be reached** for payment of child support, LFOs, and DOC debt. (See DOC Policy 200.000.)
- Crime Victims Compensation (CVC) is different from restitution and the Victims Penalty Assessment (VPA), which are LFOs. See Glossary for definitions.

In addition, DOC deducts a certain percentage, usually 20%, for any debt owed to DOC. (RCW 72.09.450; 72.09.470) Debt owed to DOC can include things such as television fees, health care services co-payments, postage and copy costs, and ID cards. See DOC Policy 200.000 and Attachment 1 “Deduction Matrix.”

The Offender Trust Account Statement lists all of the deductions made from the account in the previous month. Deductions cannot reduce the spendable balance in an Offender Trust Account below the indigent level as defined in RCW 72.09.015, which currently is **ten dollars**. (RCW 72.09.111)

Offenders should route any questions related to their Trust Accounts to the accounting staff at the institution where they are housed.

**NOTE:** The Trust Account Statement lists “CVC” and “COI” for the Crime Victims Compensation and Costs of Incarceration deductions when the deposited funds were from an offender’s gratuities (wages). (RCW 72.09.111)

The Trust Account Statement lists “CVCS” and “COIS” for the Crime Victims Compensation and Costs of Incarceration deductions when the deposited funds were from a source other than work, **such as money from an offender’s friend or relative**. (RCW 72.09.480)



# LFO Examples

## In Custody Scenario

### Facts

John Doe: 22 yrs. old  
Sentenced to: 25 yrs. in prison by a King County Court

Judgment & Sentence indicates:

- Restitution \$7500
- VPA \$500
- Court Cost \$200 – waived by Court
- Fine \$100 – waived by Court

-----  
Total LFOs Owed: \$8000

John enters a DOC Correction Center Reception Unit (R-Unit). An Offender Trust Account is established in his name.

John receives Hygiene items, (“duck bag”)	\$7.50
Enrolls in weight-lifting program	\$5.00 per qtr.
Cable fee charge	\$0.50 per mo.

### John’s mother sends him \$100 to his Trust Account

**Question 1:** How much of the \$100 will John pay for his LFOs?

**Answer:** DOC will deduct 20% of the \$100 deposit for payment of his LFOs. 20% of \$100 = \$20

➤ **John will pay \$20 for his LFOs.**

**Question 2:** How much money will John pay for his mandatory deductions?

**Answer:** The \$100 deposit is also subject to mandatory deductions that include COI, Savings, and CVC.

20 % Cost of Incarceration (COI)	=	\$20 (20% of \$100)
10% Mandatory Savings	=	\$10 (10% of \$100)
5% Crime Victims Comp. (CVC)	=	\$5 (5% of \$100)

-----  
Total = \$35

➤ **John will pay \$35 toward mandatory deductions.**

**Question 3:** How much will John pay for DOC debt?

**Answer:** An offender is charged DOC debt for various costs incurred while incarcerated. These charges are deducted from monies deposited to an inmate's Trust Account. If an inmate does not have any money to pay these DOC debts, the amount accumulates without interest. Upon release, an offender will be responsible for any remaining DOC debt. If an offender returns to DOC, any unpaid balance will be rolled over as debt into the offender's new Trust Account and will be subject to deduction.

DOC Debt/Deductions:

Hygiene bag	\$7.50
Cable fee	\$0.50
Weight card	\$5.00
	-----
Total	\$13.00

➤ **John will pay \$13 for DOC debt.**



# LFO Upon Release

## Release Without DOC Custody or Supervision

When an offender is released from DOC confinement and is not under any kind of DOC community custody or supervision, the County Clerk's office(s) where LFOs are owed becomes responsible for the collection of LFOs. (RCW 9.94A.760; 9.94A.775) Generally, LFOs are set by the court and cannot be waived or reduced, except by court order.

To make LFO payments, set up payment plans, or get information on LFO balances, individuals must contact the County Clerk's office(s) where they were sentenced. See County Clerk's Contact Information.

Steps to follow upon release:

1. Contact the County Clerk's office of the county or counties where you were sentenced to find out how much, if any, that you owe for LFOs.
2. **Make sure the County Clerk's office(s) has your current address.** If you move, notify the County Clerk's office(s) of your new address. Address changes should be submitted in writing.
3. Discuss possible payment plan and/or adjustments to that plan with the County Clerk's office(s).
4. Ask about any payment processing fees that the county may charge.

County Clerks' offices manage their collection of LFO payments very differently. **Therefore, it is extremely important to contact the County Clerk's office(s) where the Judgment and Sentence(s) was ordered with any questions or concerns.**

Each County Clerk's office sends out a billing statement once a month to individuals who owe LFOs. (RCW 9.94A.760) The billing statement will include a pink envelope for the LFO payment and will have the County Clerk payment address printed on it.

If LFO payments are owed in two or more counties, there will be a separate pink envelope for each county where LFOs are owed. Send any questions regarding LFOs in the pink envelope for the appropriate County Clerk, along with payment. If individuals who owe LFOs are not receiving regular billing statements, they should contact the appropriate County Clerk's office(s). [See County Clerk's Contact Information.](#)

In addition to LFO payments made by mail or in person, there may be additional payment options available in each county. For example, in some counties payments can be made online via the county's Web site. Contact the appropriate County Clerk's office for all payment options available.

**NOTE:** Courts can order that money be withheld from an individual's paycheck for payment of LFOs. (RCW 9.94A.760) It is important to maintain communication with the County Clerk's office(s) if there is an inability to make payment. **Willful, or deliberate, non-payment of LFOs may result in additional incarceration.** When there is a legitimate inability to make payment, the County Clerk's office may be able to create an individualized payment plan to help in difficult times. Contact the appropriate County Clerk's office(s) with any questions or concerns.

### **Release Under DOC Community Custody or Supervision**

When an offender is released from DOC confinement under any type of DOC community custody or supervision, DOC remains responsible for the collection of LFOs.

Offenders released under DOC custody or supervision should contact their Community Corrections Officer (CCO) with any questions or concerns regarding LFOs, including questions about payment plans. **However, offenders must send their LFO payments directly to the County Clerk's office(s).** See County Clerk's Contact Information.

**NOTE:** The CCO will monitor the status of LFO payments. If payments are not being made, DOC can order that money be withheld from an offender's paycheck for payment of LFOs. (RCW 9.94A.7602)

Offenders released under DOC community custody or supervision will be assessed payments for Costs of Supervision (COS) by DOC. (RCW 9.94A.780; DOC Policy 200.380) Cost of Supervision payments are separate from LFOs, and the payments are sent directly to DOC.

COS payment amounts range from \$3–\$40 each month. The COS rate is based upon the offender's type of sentence (misdemeanor or felony) and risk-level classification. COS payments do not include costs for any other programs that may be required while an offender is under DOC custody or supervision. Offenders should contact their CCO with any questions regarding COS.

An offender who owes COS payments receives a billing statement once a month. The billing statement includes a blue envelope for the COS payment and has the COS payment address printed on it. Questions regarding COS payments should be sent in that envelope along with payment. An offender's CCO is also available to help with any questions or concerns regarding COS payments.

If both LFO and COS payments are owed, the payment information for each will be in the same billing statement. The billing statement will include an envelope for each payment that is owed. The COS payment envelopes are blue, and the LFO payment envelopes are pink.

**NOTE:** There are no penalties, fees, or interest associated with COS. However, any unpaid balance is moved to the offender's Trust Account as a debt and will be collected upon the offender's next incarceration with DOC, should that occur.



# Key Statutes and Cases

## Revised Code of Washington (RCW)

Note: Please see RCW for complete text of statutes.

### **7.68.035: Penalty assessments in addition to fine or bail forfeiture — Distribution — Establishment of crime victim and witness programs in county [Victims Penalty Assessment (VPA)]**

(1)(a) When any person is found guilty in any superior court of having committed a crime, except as provided in subsection (2) of this section, there shall be imposed by the court upon such convicted person a penalty assessment. The assessment shall be in addition to any other penalty or fine imposed by law and shall be five hundred dollars for each case or cause of action that includes one or more convictions of a felony or gross misdemeanor and two hundred fifty dollars for any case or cause of action that includes convictions of only one or more misdemeanors.

- Funds collected go toward providing comprehensive services to victims and witnesses of all types of crime

### **9.94A.550: Fines**

- Class A felonies      \$0 - 50,000
- Class B felonies      \$0 - 20,000
- Class C felonies      \$0 - 10,000

### **9.94A.637: Discharge upon completion of sentence --Certificate of discharge -- Obligations, counseling after discharge**

- (1)(a) When an offender has completed all requirements of the sentence, including any and all legal financial obligations, and while under the custody and supervision of the department, the secretary or the secretary's designee shall notify the sentencing court, which shall discharge the offender and provide the offender with a certificate of discharge by issuing the certificate to the offender in person or by mailing the certificate to the offender's last known address.
- (b)(i) When an offender has reached the end of his or her supervision with the department and has completed all the requirements of the sentence except his or her legal financial obligations, the secretary's designee shall provide the county clerk with a notice that the offender has completed all nonfinancial requirements of the sentence.

### **9.94A.760: Legal financial obligations (LFOs)**

- (1) Whenever a person is convicted in superior court, the court may order the payment of a legal financial obligation as part of the sentence. The court must on either the judgment and sentence or on a subsequent order to pay, designate the total amount of a legal financial obligation and segregate this amount among the separate assessments made for restitution, costs, fines, and other assessments required by law. (See statute for complete text.)

**9.94A.780: Offender supervision assessments**

**10.82.090: Interest on judgments -- Disposition of nonrestitution interest**

**72.09.095: Transfer of funds to department of labor and industries for crime victims' compensation**

**72.09.110: Inmates' wages — Supporting cost of corrections — Crime victims' compensation and family support**

**72.09.111: Inmate wages — Deductions — Availability of savings — Employment goals — Recovery of cost of incarceration**

**72.09.450: Limitation on denial of access to services and supplies — Recoupment of assessments — Collections**

**72.09.470: Inmate contributions for cost of privileges — Standards**

**72.09.480: Inmate funds subject to deductions -- Definitions - Exceptions -- Child support collection actions**

**72.09.095: Describes the Prisoners Betterment Fund**

**72.11.020: Inmate funds — Legal financial obligations — Disbursal by secretary**

**72.11.030: Inmate accounts — Legal financial obligations — Priority — Deductions**

**72.65.050: Disposition of earnings (Work Release)**

## **Relevant Cases**

Note: Please see cases for complete holdings

**State v. Nason: 146 Wn. App 744 (2008), Review Granted 165 Wash.2d 1041 (2009)**

- Jail time served for nonpayment of LFOs is not credited against total LFOs owed
- Trial Court may impose fees despite indigence

**State v. Gossage: 163 Wn.2d 1011 (2008)**

- LFOs for offenses committed before July 1, 2000, expire and become void after 10 years, even if they are not fully paid, unless the court extends them for an additional 10-year period prior to the expiration of the first 10-year period [See RCW 9.94A760(4)]
- Persons within this category can get a Certificate of Discharge based on the expiration of the authority to collect unpaid LFOs

**State v. Johnson: 148 Wn. App. 33 (2008)**

- Effective date of Certificate of Discharge is when court receives notice that all terms of the sentence were satisfied, including full payment of LFOs.

# Key Glossary Terms

## **Administrative Office of the Courts (AOC)**

- Department of the Washington State Supreme Court
- Serves as a central repository for all LFO information
- Sends out monthly LFO billing statements from information received from all county clerks' offices
- Sends monthly report to DOC documenting LFO payments/deductions received from offenders in DOC confinement

## **Certificate of Discharge (COD): RCW 9.94A.637**

- Document issued by the court once a person has completed all the requirements of his/her sentence, including payment of legal financial obligations
- Needed to vacate a criminal conviction

## **Community Corrections Officer (CCO)**

- DOC employee who supervises offenders released from confinement under DOC community custody or supervision
- Monitors the status of LFO payments for those offenders
- Acts as liaison between those offenders and DOC regarding Costs of Supervision (COS) and LFOs

## **Community Services Revolving Fund (CSRF)**

- Loans available for all offenders transferred, paroled, or released to a Work Release facility
- Maximum amount of each loan is \$300
- Loan balance in an offender's Trust Account cannot exceed \$300
- Loaned funds are not subject to deductions

## **Cost of Incarceration (COI/ COIS): RCW 72.09.110; 72.09.111; 72.09.480**

- Deduction from funds deposited into an offender's Trust Account
- Separate from LFOs
- Money deducted goes toward cost of providing an inmate with shelter, food, clothing, transportation, supervision, and other services and supplies as may be necessary for the maintenance and support of the inmate while in the custody of the department

## **Cost of Supervision (COS)**

- Rate that is assessed by DOC for offenders who are released under DOC community custody or supervision
- Assessed rate ranges from \$3 –\$40 each month, depending upon the offender's type of sentence (misdemeanor or felony) and risk-level classification
- Separate from LFOs

## **Crime Victims' Compensation (CVC/CVCS): RCW 72.09.110; 72.09.111; 72.09.095; 72.09.480**

- Deduction from funds deposited into Offender Trust Account
- Separate from LFOs— not part of restitution or Victims Penalty Assessment (VPA)
- Deducted funds are sent to the Washington Department of Labor and Industries to provide benefits to crime victims through the crime victims' compensation program (RCW 72.68)

## **County Clerk**

- Elected official who is clerk of the Superior Court of the county
- Responsible for the collection of LFOs for individuals not under DOC confinement, custody, or supervision

## **Department of Corrections (DOC)**

- Agency that usually administers incarceration, probation, and supervision for felony convictions
- Responsible for collection of LFOs for offenders under DOC confinement, community custody, or community supervision
- Assesses Cost of Supervision (COS) payments and monitors offenders released under DOC community custody or supervision

## **Division of Child Support (DCS)**

- Division of the Washington Department of Health and Human Services (DSHS)

- responsible for collection of child support payments
- Deduction from funds deposited into Offender Trust Account when an offender owes child support

#### **Fees**

- LFOs that may be ordered by the court to pay costs incurred as a result of conviction, such as court costs, defense and prosecution costs, etc.

#### **Fines: RCW 9.94A.550**

- LFOs that may be ordered by the court as a penalty for conviction
- Ranges: Class A felonies: \$0 - 50,000, Class B felonies: \$0 - 20,000, Class C felonies: \$0 - 10,000

#### **Gratuities**

- Wages earned from correctional industries job while in DOC confinement

#### **Inmate Store Debt (HYGA)**

- Debt that an offender owes to the prison store
- May include the 'duck bag' that all inmates receive upon arrival to a prison

#### **Interest on LFOs: RCW 10.82.090**

- Percentage of the total amount of LFOs owed calculated at the end of each year, currently 12%
- Amount of the calculated percentage is added to the amount of debt owed, creating a new total amount of debt owed

#### **Judgment and Sentence (J & S)**

- Document signed by the court following a plea or verdict of guilty that confirms the conviction and orders the consequences and penalties of the conviction, which may include LFOs

#### **Legal Financial Obligations (LFOs): RCW 9.94A.030; 9.94A.760**

- Sum of money assessed by a superior court of the state of Washington as a result of a felony conviction
- May include amounts assessed for victim restitution, statutorily imposed Victim's Penalty Assessment, court costs, county or inter-local drug funds, court-appointed attorneys' fees, costs of defense, fines, and any other financial obligation that is assessed to the offender by the court

#### **Miscellaneous Debt (MISC D)**

- Costs for any state-issued items that are lost or damaged

#### **Order to Withhold: RCW 9.94A.760; RCW 9.94A.7602**

- Court order requiring that a portion of a person's earnings be withheld by an employer for the payment of debt, including payment of LFOs

#### **Restitution**

- Returning property or its value to the victim of a crime
- Restore the victim to their previous position or to "pay back" what the defendant has taken from the victim

#### **Revised Code of Washington (RCW)**

- Compilation of all permanent laws now in force in Washington State

#### **Trust Account: RCW 72.11.020**

- Account set up and held "in trust" by DOC for each offender in DOC confinement
- Deposits into the account may be subject to deductions for LFOs, Cost of Incarceration, Crime Victims' Compensation, child support, and/or other DOC deductions
- Funds in the account, including the Savings sub account, do not earn interest
- Balance cannot go below the indigent standard (as defined in RCW 72.09.015), currently \$10

#### **Victim**

- Person harmed by a crime, tort, or other wrong
- Includes the victim of the offense, the representative of a crime victim, an individual whose identity was assumed or whose personal information was used unlawfully, or any person who has suffered a financial loss as a direct result of the acts of the defendant

#### **Victims Penalty Assessment (VPA): RCW 7.68.035**

- Mandatory fine for all convictions: \$500 for felony; \$250 fine for misdemeanor
- Assessed in addition to any other penalty or fine imposed by the court
- Funds collected go toward providing comprehensive services to victims and witnesses of all types of crime

#### **Waiver**

- Court order, with respect to LFOs, under which a court relinquishes its right to collect a specified amount of money

# Clerk's Contact Information

## **Adams County**

Clerk: Susie Kirkendall  
210 W Broadway Ave  
PO Box 187  
Ritzville, WA 99169-0187  
509-659-3257

## **Asotin County**

Clerk: Linda Hough  
135 2nd St, PO Box 159  
Asotin, WA 99402-0159  
509-243-2081

## **Benton County**

Clerk: Josie Delvin  
7122 W Okanogan Pl, Bldg A  
Kennewick, WA 99336-2359  
509-735-8388

## **Chelan County**

Clerk: Siri Woods  
350 Orondo Ave  
PO Box 3025  
Wenatchee, WA 98807-3025  
509-667-6380

## **Clallam County**

Clerk: Barbara J. Christensen  
223 E 4th St, Ste 9  
Port Angeles, WA 98362-3015  
360-417-2231  
360-417-2658

## **Clark County**

Clerk: Sherry W. Parker  
1200 Franklin St  
PO Box 5000  
Vancouver, WA 98666-5000  
360-397-2295  
360-397-2287  
360-397-6085

## **Columbia County**

Clerk: Lynne Leseman  
341 E Main St  
Dayton, WA 99328-1361  
509-382-4321

## **Cowlitz County**

Clerk: Roni A. Booth  
312 SW 1st Ave, Rm 233  
Kelso, WA 98626-1724  
360-577-3016  
360-414-5532

## **Douglas County**

Clerk: Juanita S. Koch  
203 S Rainier  
PO Box 516  
Waterville, WA 98858-0516  
509-745-8529, ext. 6

## **Ferry County**

Clerk: Jean Booher  
350 E Delaware Ave, Ste 4  
Republic, WA 99166-9747  
509-775-5245  
509-775-5232

## **Franklin County**

Clerk: Michael J. Killian  
1016 N 4th Ave, Ste 306  
Pasco, WA 99301-3706  
509-545-3525

## **Garfield County**

Clerk: Terrilie L. Cox  
789 Main St  
PO Box 915  
Pomeroy, WA 99347-0915  
509-843-3731

## **Grant County**

Clerk: Kimberly A. Allen  
35 C St NW  
PO Box 37  
Ephrata, WA 98823-0037  
509-754-2011, ext. 339

## **Grays Harbor County**

Clerk: Cheryl Brown  
102 W Broadway Ave, Rm 203  
Montesano, WA 98563-3621  
360-249-3842

**Island County**

Clerk: Sharon Franzen  
101 NE 6th, Fl 1  
PO Box 5000  
Coupeville, WA 98239-5000  
360-679-7359, ext. 6  
360-679-7360

**Jefferson County**

Clerk: Ruth Gordon  
1820 Jefferson St  
PO Box 1220  
Port Townsend, WA 98368  
360-385-9128

**King County**

Clerk: Barbara Miner  
516 3rd Ave, Rm E609  
Seattle, WA 98104-2363  
206-296-7898  
TDD: 206-296-0100

**Kitsap County**

Clerk: David W. Peterson  
614 Division St., MS 34  
Port Orchard, WA 98366-4692  
360-337-4536

**Kittitas County**

Clerk: Joyce Julsrud  
205 W 5th Ave, Ste 210  
Ellensburg, WA 98926-2887  
509-962-7531

**Klickitat County**

Clerk: Sandra Olson  
205 S Columbus Ave  
Rm 204, MS CH-3  
Goldendale, WA 98620-9279  
509-773-5744

**Lewis County**

Clerk: Kathy A. Brack  
345 W Main, MS: Clk01  
2nd Floor, Law & Justice Bldg  
Chehalis, WA 98532  
360-740-2704  
360-740-2710

**Lincoln County**

Clerk: Peggy Semprimoznik  
450 Logan St  
PO Box 68  
Davenport, WA 99122-0068  
509-725-1401

**Mason County**

Clerk: Pat Swartos  
419 N 4th St, Fl 2  
PO Box 340  
Shelton, WA 98584-0340  
360-427-9670, ext. 346

**Okanogan County**

Clerk: Jackie L. Bradley  
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509-422-7275

**Pacific County**

Clerk: Virginia Leach  
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360-875-9320

**Pend Oreille County**

Clerk: Tammie Ownbey  
229 S Garden Ave  
Box 5020  
Newport, WA 99156-5020  
509-447-2435

**Pierce County**

Clerk: Kevin Stock  
930 Tacoma Ave S, Rm 110  
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253-798-7455  
253-798-7460

**San Juan County**

Clerk: Joan P. White  
350 Court St, #7  
Friday Harbor, WA 98250-7901  
360-378-2163

**Skagit County**

Clerk: Nancy Scott  
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Mount Vernon, WA 98273  
360-336-9440



**Skamania County**

Clerk: Sharon K. Vance  
240 Vancouver Ave  
PO Box 790  
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509-427-3770

**Snohomish County**

Clerk: Sonya Kraski  
3000 Rockefeller Ave,  
Fl 2, MS 605  
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425-388-3466  
TDD: 425-388-3700  
Toll Free: 800-562-4367

**Spokane County**

Clerk: Thomas R. Fallquist  
1116 W Broadway Ave, Rm 300  
Spokane, WA 99260-0350  
509-477-2211

**Stevens County**

Clerk: Patty A. Chester  
215 S Oak St, Rm 206  
Colville, WA 99114-2862  
509-684-7575  
509-684-7587

**Thurston County**

Clerk: Betty J. Gould  
2000 Lakeridge Drive SW, Bldg 2  
Olympia, WA 98502-6001  
360-786-5430  
360-786-5591

**Wahkiakum County**

Clerk: Kay M. Holland  
64 Main St  
PO Box 116  
Cathlamet, WA 98612-0116  
360-795-3558

**Walla Walla County**

Clerk: Kathy A. Martin  
315 W Main St  
PO Box 836  
Walla Walla, WA 99362-0259  
509-524-2780

**Whatcom County**

Clerk: N.F. Jackson  
311 Grand Ave, Ste 301  
Bellingham, WA 98225-4048  
Phone: 360-676-6777,  
ext. 50025 and ext. 50026

**Whitman County**

Clerk: Shirley J. Bafus  
400 N Main St  
PO Box 390  
Colfax, WA 99111-0390  
509-397-6240

**Yakima County**

Clerk: Kim M. Eaton  
128 N 2nd St, Rm 323  
Yakima, WA 98901-2639  
509-574-1430

# DOC Matrix Chart

Non Exempt	LFO	CVC	Savings	DCS	COI	PLRA	Debt
Class II Gratuity	20%	5%	10%	15%	15%	20%	20%
Class III Gratuity	--	5%	--	15%	--	20%	20%
Class IV Gratuity	--	--	--	15%	5%	20%	20%
Class II Incentive	20%	5%	10%	15%	--	20%	20%
Class IV Incentive	--	--	--	15%	--	20%	20%
Work Training Release Paycheck	10%	--	12%	--	--	20%	20%
Workers' Compensation Benefits - paid pursuant to RCW 51.32.080	100%	5%	10%	--	20%	20%	20%
Lawsuit Settlement	20%	5%	10%	--	20%	20%	20%
Lawsuit Settlement - LWOP / Death Penalty	20%	5%	--	20%	20%	20%	20%
Inheritance	20%	5%	10%	100%	20%	20%	20%
Other Deposits - not listed above	20%	5%	10%	20%	20%	20%	20%

## Partially Exempt - Due to Federal Statute

Protected Tribal Funds	--	--	--	--	--	20%	--
VA/SSA Disability Benefitst	--	--	--	--	--	20%	--
U.S.C. 42 1983 Lawsuit Settlements	20%	--	--	--	--	20%	20%

For more detailed information

DOC website: [www.doc.wa.gov](http://www.doc.wa.gov)

WA Law Help: [www.washingtonlawhelp.org/WA/index.cfm](http://www.washingtonlawhelp.org/WA/index.cfm)

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