

**PLEASE READ THIS INFORMATION BEFORE PAYING
FOR AN APPOINTMENT WITH A COURTHOUSE FACILITATOR**

1. **The Facilitators can only provide assistance in Family Law and Title 11 RCW Guardianship Matters:** Divorce, Legal Separation, Invalidity (Annulment), Establishing Parenting Plans & Child Support orders for unmarried parents, Establishing Paternity, Modifications of Parenting Plans and/or Child Support Orders, Non-parent Custody, and Guardianship (of an incapacitated person) cases.
2. **The Facilitators can only assist self-represented (pro se) litigants.** If you have an attorney of record, the Facilitators will not be able to assist you until your attorney has withdrawn from the case (meaning your attorney has filed a Notice of Intent to Withdraw and the withdrawal has taken effect)
3. **The Facilitators DO NOT complete your forms for you.** You should obtain and fill out forms for the type of family law or guardianship matter you are pursuing BEFORE scheduling an appointment with a Facilitator. [Click here](#) if you need help locating forms.
4. **Refunds are NOT provided for cancelled or missed appointments.** If you need to reschedule your appointment, you must make your request BEFORE your original appointment is scheduled to begin. Rescheduling requests can be made by calling (360) 337-7260 (option 2) or by e-mail at: Clerk_Facilitator@co.kitsap.wa.us

**PAYMENT INFORMATION FOR
COURTHOUSE FACILITATOR APPOINTMENTS**

Advance payment is required to schedule an appointment with a Courthouse Facilitator.
The fee for an appointment is \$25.00*, with 3 payment options:

In Person
(cash, money order,
debit card** or credit card**)

By Mail
(money order only)

Point & Pay online
(debit** or credit card** only)

In Person Payment

Payment can be made at the Office of the Kitsap County Clerk (Room 202) during regular office hours (8:00 a.m. to 12:15 p.m. and 1:15 p.m. to 4:30 p.m., Monday through Friday). You will be given a paper receipt. The Clerk's Office will schedule your appointment at that time, or they will have you provide information so you can be contacted later to schedule the appointment. Keep your receipt or payment ID number.

* A reduced fee of \$20.00 is available for those with proof of monthly income below \$1,256.00. **Persons making reduced fee payments MUST present proof of income to the Courthouse Facilitator at the start of their appointment.**

** A \$2.00 convenience fee is added to each debit card or credit card transaction, for a total payment of \$27.00 (or \$22.00 for those with proof of monthly income below \$1,256.00).

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Payment By Mail

Mailed payment must be in the form of a money order made payable to the Kitsap County Clerk. Also include a brief note with your name, e-mail (if applicable), and daytime phone number so you can be contacted to schedule the appointment. Please ensure that our staff can leave a message at the daytime phone number you provide. The mailing address is:

Kitsap County Clerk
Attn: Courthouse Facilitators
614 Division Street MS-34
Port Orchard, WA 98366

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Point & Pay Online Payment



Point & Pay is contracted by the Kitsap County Clerk's Office to accept debit card and credit card payments. [Click here to make a payment through Point & Pay!](#)

The following information may help you better navigate the Point & Pay website:

- You may, but you do **not** have to register or create an account to use Point & Pay.
- Select **Facilitator Appointment** as the Payment Type
- If you know your case number, please include it, but it is not necessary to list a case number to complete your transaction.
- The payment amount should be entered as **\$25.00***. Point & Pay will add the \$2.00 convenience fee and ask you to confirm the fee later. Your total payment will be \$27.00 (or \$22.00 for those with proof of monthly income below \$1,256.00)
- You will be given a payment ID number on your printable receipt. **The payment ID number must be provided when scheduling your appointment.**

* A reduced fee of \$20.00 is available for those with proof of monthly income below \$1,256.00. **Persons making reduced fee payments must present proof of income to the Courthouse Facilitator at the start of their appointment.**

To return to the Facilitators' web page, [click here](#).

To submit an online appointment request, [click here](#).

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