

**STATE OF WASHINGTON**

**ENROLLMENT OF FOREIGN JUDGMENT**

**Uniform Enforcement of Foreign Judgment Act**

**Title 6, Ch. 6.36, Sections 6.01 – 6.44, inclusive**

**Control Number - WA - EFJ - 01**

## NOTE ABOUT COMPLETING THE FORMS

The forms in this packet contain “form fields” created using Microsoft Word. “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

If you do not see the gray shaded form fields, go to the View menu, click on Toolbars, and then select Forms. This will open the forms toolbar. Look for the button on the forms toolbar that resembles a shaded letter “a”. Click in this button and the form fields will be visible.

The forms are locked which means that the content of the forms cannot be changed. You can only fill in the information in the fields.

If you need to make any changes in the body of the form, it is necessary for you “unlock” or “unprotect” the form. **IF YOU INTEND TO MAKE CHANGES TO THE CONTENT, DO SO BEFORE YOU BEGIN TO FILL IN THE FIELDS. IF YOU UNLOCK THE DOCUMENT AFTER YOU HAVE BEGUN TO COMPLETE THE FIELDS, WHEN YOU RELOCK, ALL INFORMATION YOU ENTERED WILL BE LOST.** To unlock click on “Tools” in the Menu bar and then selecting “unprotect document”. You may then be prompted to enter a password. If so, the password is “uslf”. That is uslf **in lower case letters without the quotation marks**. After you make the changes relock the document before you begin to complete the fields.

After any required changes and re-protecting the document, click on the first form field and enter the required information. You will be able to navigate through the document from form field to form field using your tab key. Tab to a form field and insert your data. If problems, please let us know.

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## ENROLLMENT OF A FOREIGN JUDGMENT

A foreign judgment is a judgment entered by a court other than the court of the state where the judgment is sought to be enrolled. Enrolling a judgment allows the judgment creditor or person holding the judgment to enforce it in the state of enrollment and the enrollment creates a judgment lien against the property of the Judgment Debtor.

### Requirements:

1. The Judgment must be a final judgment.
2. The Judgment must be "certified pursuant to acts of congress" or "triple-sealed". This means that a judge of a court of record must authenticate the order or abstract, the clerk of court must authenticate the judge's authentication as genuinely that of a judge of a court of record, and a judge must authenticate the clerk as clerk.
3. Execute an Affidavit in Support of Request to Enroll Foreign Judgment [Form One], a Request for Enrollment with Judgment attached as Exhibit A [Form Two] and Notice of Enrollment [Form Three].
4. Using the enclosed Cover Letter, send Affidavit in Support of Request to Enroll Foreign Judgment [Form One], a Request for Enrollment with Judgment attached as Exhibit A [Form Two] and Notice of Enrollment [Form Three] to the clerk of the court where the judgment is sought to be enrolled.
5. Mail a copy of the Notice of Enrollment to the judgment debtor.
6. Wait the required time of 30 days after mailing by the Clerk of the Court of the Notice of Enrollment and then you may execute on property of the judgement debtor that is not exempt from execution.

The judgment becomes a final judgment of that court when recorded in the Office of the Clerk, and can be readily transferred from one county to another as the final judgment of the enrolling court.

See 28 U.S.C. §1738 for statutory requirements for orders which must be extended full faith and credit. States may give full faith and credit without the documentary requirements but they must give full faith and credit if the requirements are met.

Enrollment of a foreign judgment in the State of Washington is controlled by the Uniform Enforcement of Foreign Judgments Act, Revised Code of Washington, Title 6, Chapter 6.36, Sections 6.01 through 6.44, inclusive.

Date

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Return Name and Address

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(Name and address of Clerk of Court)

**Re: [style of case]**

Dear Sir or Madam:

Enclosed for filing is a Notice of Enrollment of Foreign Judgment and Request For Enrollment of Foreign Judgment pursuant to the Washington Uniform Enforcement of Foreign Judgment's Act. A filing fee of \$ \_\_\_\_\_ is also enclosed. Please return a filed copy to me.

Please advise if you need anything further at this time.

With kindest regards, I am

Sincerely yours,

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Print or Type Name

Enclosures

**SUPERIOR COURT OF WASHINGTON  
COUNTY OF \_\_\_\_\_**

In re:

and

Petitioner,

Respondent.

**NO.**

**AFFIDAVIT IN SUPPORT OF  
REQUEST FOR ENROLLMENT OF  
FOREIGN JUDGMENT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY CAME AND APPEARED BEFORE ME the undersigned authority, the within named \_\_\_\_\_, Affiant, who states upon his oath that he/she is \_\_\_\_\_ [PLAINTIFF OR ATTORNEY FOR PLAINTIFF], and further states in accordance with the Washington Uniform Enforcement of Foreign Judgments Act that the Social Security Number of the Judgment Debtor is \_\_\_\_\_ [if known] and the last known address of the Judgment Debtor \_\_\_\_\_ is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City, State and Zip Code

The complete name and last known address of the Judgment Creditor (Plaintiff) is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City, State and Zip Code

Affiant further states that the Judgment is final, and remains unsatisfied, in [whole or part], that the balance of the Judgment which remains unpaid is \$ \_\_\_\_\_ and that there is no contest of the judgment pending.

\_\_\_\_\_  
Plaintiff or Attorney for Plaintiff

Acknowledgment of Individual

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this day personally appeared before me \_\_\_\_\_, to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public residing at \_\_\_\_\_

\_\_\_\_\_

My Commission Expires:

\_\_\_\_\_

Acknowledgment of Corporation

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me known to be the \_\_\_\_\_ President and \_\_\_\_\_ Secretary, respectively, of \_\_\_\_\_, the corporation that executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act of and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that \_\_\_\_\_ authorized to execute the said instrument and that the seal affixed is the corporate seal of said corporation.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public residing at \_\_\_\_\_

\_\_\_\_\_

My Commission Expires:

\_\_\_\_\_



**SUPERIOR COURT OF WASHINGTON  
COUNTY OF**

In re:

and

Petitioner,

Respondent.

**NO.**

**REQUEST FOR ENROLLMENT OF  
FOREIGN JUDGMENT**

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Pursuant to the Washington Enforcement of Foreign Judgment's Act you are hereby requested to enroll an Agreed Judgment entered on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the \_\_\_\_\_ Court of \_\_\_\_\_ County, State of \_\_\_\_\_, Cause No. \_\_\_\_\_ in favor of \_\_\_\_\_ against \_\_\_\_\_ in the amount of \$\_\_\_\_\_, plus attorneys fees of \$\_\_\_\_\_. The judgment has been authenticated according to acts of Congress and in accordance with the Act as indicated by the attached Exhibit "A".

DATED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
[Name of Plaintiff or Attorney for Plaintiff]

**CERTIFICATE OF SERVICE**

This is to certify that I, \_\_\_\_\_ [Name of Plaintiff or attorney for Plaintiff], have forwarded this date a true and correct copy of the above and foregoing document, by U.S. Mail, postage fully prepaid, to:

Mail, postage fully prepaid, to:

Name of Judgment Debtor/Defendant \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Name of Clerk \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
[Name of Plaintiff or Attorney for Plaintiff]

**SUPERIOR COURT OF WASHINGTON  
COUNTY OF**

In re:

and

Petitioner,

Respondent.

**NO.**

**DECLARATION RE: FOREIGN  
JUDGMENT  
(OPTIONAL USE)  
(DCLRFJ)**

I \_\_\_\_\_ [Name] DECLARE that:

The following is a true and correct summary of the foreign judgment for money, which was filed on \_\_\_\_\_ [date] and expires on \_\_\_\_\_ [date] under the laws of the originating jurisdiction:

- A. Judgment creditor \_\_\_\_\_
- B. Judgment debtor \_\_\_\_\_
- C. Principal judgment amount \$ \_\_\_\_\_
- D. Interest to date of judgment \$ \_\_\_\_\_
- E. Attorney's fees \$ \_\_\_\_\_
- F. Costs \$ \_\_\_\_\_
- G. Other recovery amount \$ \_\_\_\_\_
- H. Principal judgment shall bear interest at \_\_\_\_\_ % per annum
- I. Attorney's fees, costs and other recovery amounts shall bear interest at \_\_\_\_\_ % per annum
- J. Attorney for judgment creditor \_\_\_\_\_
- K. Attorney for judgment debtor \_\_\_\_\_
- L. Other:

The last known post office address of the judgment debtor is: \_\_\_\_\_

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signed at \_\_\_\_\_, [City] \_\_\_\_\_ [State] on \_\_\_\_\_ [Date].

\_\_\_\_\_  
Signature [ ] Judgment Creditor [ ] Lawyer/WSBA No.

\_\_\_\_\_  
Print or Type Name [ ] Judgment Creditor [ ] Lawyer

SUPERIOR COURT OF WASHINGTON  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
**Petitioner,**

**V.**

\_\_\_\_\_  
**Respondent.**

**NO.**

**NOTICE OF ENROLLMENT OF  
FOREIGN JUDGMENT**

Pursuant to the provisions of the Washington Uniform Enforcement of Foreign Judgment's Act, notice is hereby given that a Judgment entered on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the \_\_\_\_\_ Court of \_\_\_\_\_ County, \_\_\_\_\_, Case No. \_\_\_\_\_ in favor of \_\_\_\_\_ and against \_\_\_\_\_ in the amount of \$\_\_\_\_\_, plus attorneys fees in the amount of \$\_\_\_\_\_ which was enrolled in the \_\_\_\_\_ Court of \_\_\_\_\_ County, \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

If this Judgment is not paid, execution of same may be commenced within 30 days of the date of filing.

DATED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Plaintiff or Attorney for Plaintiff

**CERTIFICATE OF SERVICE**

This is to certify that I, \_\_\_\_\_ [Name of Plaintiff or attorney for Plaintiff], have forwarded this date a true and correct copy of the above and foregoing document, by U.S. Mail, postage fully prepaid, to:

Name of Judgment Debtor/Defendant \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Name of Clerk \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
[Name of Plaintiff or Attorney for Plaintiff]