

COWLITZ COUNTY CLERK'S OFFICE
PETITION TO RESTORE RIGHT TO POSSESS FIREARMS

Procedural Checklist

Prepared by the Cowlitz County Clerk's Office

This checklist is **not** a substitute for legal advice. Before starting any legal action, it is always wise to consult an attorney regarding your rights and responsibilities. Many attorneys offer low-cost consultations. Only an attorney can give legal advice.

You may purchase forms for this action from the Office of the Cowlitz County Clerk. Forms for this case type are not mandated. You will not find them on the courts.wa website. Our fees must be paid by cash, money order or cashier's check. We do not accept personal checks.

You may file a **Petition to Restore Rights to Possess Firearms** in Cowlitz County if Cowlitz County Superior Court is:

- The court of record that ordered the petitioner's prohibition on possession of a firearm
or
- Cowlitz County is the county in which the petitioner resides.

Fill out the following forms and file with the Clerk's Office with a \$240.00 (cash) filing fee:

- Obtain a personal criminal history from the Washington State Patrol and attach to the petition. *For a criminal history report, see - Washington Access to Criminal History WATCH <https://watch.wsp.wa.gov/>*
- File the completed, signed original **Petition to Restore Right to Possess Firearms (CF 5/2022)** and the **Docket Notice (Civil Calendar Notice 5/2022)** with the Clerk's Office. Firearm restorations are only scheduled **Wednesday at 2:00 pm**. Set your hearing at least two weeks from the date you serve the Prosecuting Attorney.
- Turn in the original **Order Restoring Petitioner's Firearms Rights (CF 5/2022)** to the Clerk's Office when you file your **Docket Notice**.
- Serve a copy of your petition and docket notice on the Prosecuting Attorney.
- File the completed **Return of Service (CF 5/2022)** form with the Clerk's Office.

If the court grants your order, purchase at least 2 certified copies from the Clerk's Office. Certified copy of order \$5.00 x 2 = \$10.00. **These two vital steps will update your criminal history record to show that the right to bear arms has been restored by the court.**

- Send one certified copy, along with a copy of the petition that you purchased earlier to (or fax it to them at (360)570-5278):
Washington State Patrol
Criminal Identification Section
PO Box 42633
Olympia, WA 98504-2633
- Send the second certified copy to:
Federal Bureau of Investigation
CJIS Disposition #3 Module D-2
1000 Clusterhollow Rd.
Clarksburg, WV 26306

Note: These procedures are provided by the Cowlitz County Clerk's Office to give general information/procedures about the process to get your petition to restore rights before the court. The

Clerk's Office cannot give you legal advice nor answer any legal questions. Caution: Federal and State statutes may differ.

Documents to be filed with: **COWLITZ COUNTY CLERK'S OFFICE**
312 SW FIRST AVE., ROOM 233
KELSO, WA 98626