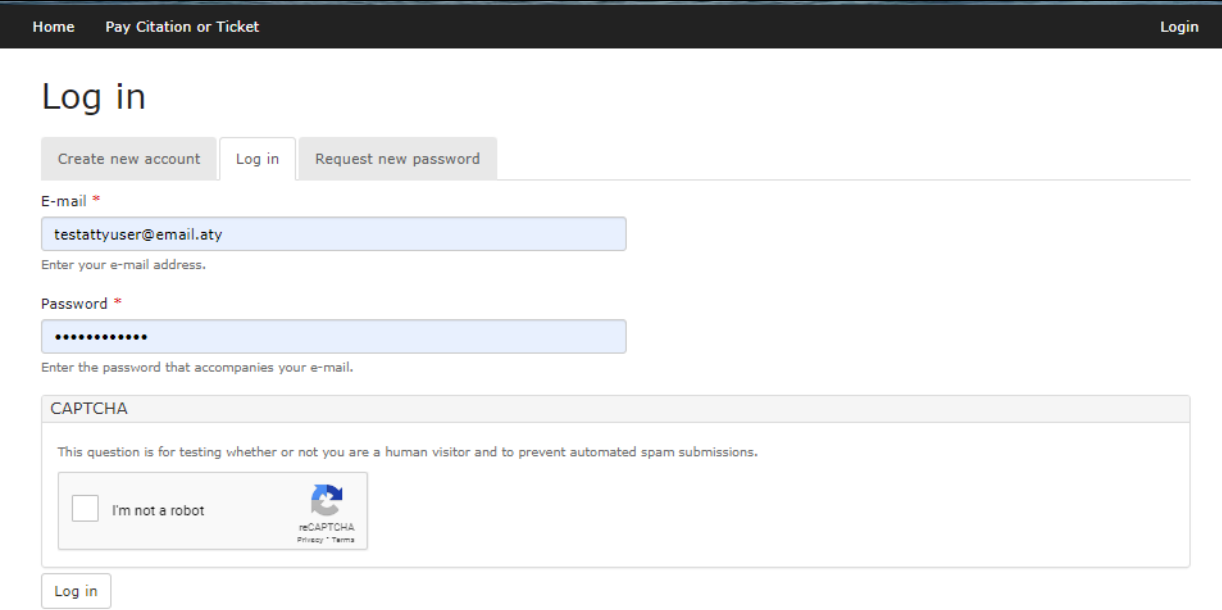
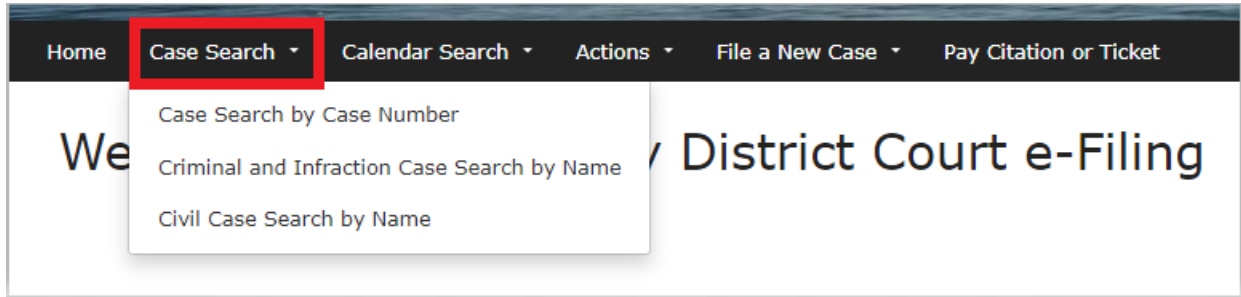


How do I eFile a document to my case?

#	Instructions	Visual Cue
1.	<p>Log in to the e-Filing / Case Access Portal.</p> <p>*****If you don't have an account, please follow the instructions to register for a public user account.</p>	
2.	<p>Case Search</p> <p>Once you login, click on the Case Search Tab.</p> <p>You can select to <i>search by the Case Number</i>, if you know your case number, or <i>search by Name</i> -ensure you select the correct case type: <i>Criminal/Infraction</i> or <i>Civil</i> (civil includes small claims, protection order, and impound cases).</p>	

How do I eFile a document to my case?


3. **Searching by Case Number:** Enter the Case Number (ensure there are no spaces before or after the case number) and click on search.


Searching by Name: Enter the filing date (you can search 365 days at a time if you are unsure of the filing date), First Name and Last Name(s). For civil searches you can enter the Company Name instead of First and Last Name(s). You may also enter Date of Birth if you know it, but it is not required.

The Case will appear at the bottom of the page. You can click on the blue hyperlink under the case number to access the specific case.

Case Search by Case Number

Search will return only an exact match on case number. Please avoid copy/paste or verify no empty spaces are pasted before your case number. If your case number contains a dash, you must enter the dash for a successful search.

Case Number* 


Records Per Page 


Change the number of results per page


Case Number	Case Name	Filing Date	Case Type	Next Event	Previous Event
3A	9-WSPKINCKCX State of Washington vs	06/29/2023	Criminal: Traffic		04/22/2024 Motion Hearing

Criminal and Infraction Case Search by Name


You can search by first and Last Name. Filing date range can be no more than 365 days.

Filing Date* to 

First Name* 

Last Name* 

Date of Birth


Records Per Page 


Change the number of results per page


Case Number	Case Name	Filing Date	Case Type	Next Event	Previous Event
3AC	9-WSPKINCKCX State of Washington vs. L	06/29/2023	Criminal: Traffic		04/22/2024

Civil Case Search by Name

You can search by First/Last Name or Company Name. One or more fields must be entered. Date range can be no more than 365 days.


Filing Date* to 

First Name 

Last Name 

Date of Birth

Company Name

Records Per Page 

Change the number of results per page

Case Number	Case Name	Filing Date	Case Type	Next Event	Previous Event
04CI	KCX Rr vs. Sun	04/19/2024	Small Claims		

How do I eFile a document to my case?

4. Once you have accessed the case, you can review the **Summary** tab.

Click on **“Add Filing”**

23C
A vs. Cc
WEST DIVISION, SEATTLE COURTHOUSE

Summary Documents Register of Actions

Summary

Case

Filing Date	Case Caption	Disposition
08/31/2023	A vs. C	

Add Filing

- 5.
- You will need to search for the specific document title you need to file.
 - All fields that have red asterisks are required fields.
 - Documents should be uploaded in PDF format only.
 - If the document type you are filing has a fee to file, you will need to enter the *Payor* information.
 - You can select to upload a proposed order or add any additional documents with your submission.

Once you have filled out the form, click on the **Proceed** button. If the document you are filing has a fee, you will be directed to the payment page. Otherwise, the document will be sent directly to the court. You will receive an email confirmation of your filing.

Add Document-Portal

23CI
A1 vs. Cc

Add Document

Document Type *

Additional Info

Filed By *

Official

Document Upload * Choose File No file chosen

Payor (required, select only one):

Cor [DEF]

TF [PLAIN]

Document Related To

Proposed Order ?

Additional Document

Note

If you receive a red error or yellow warning after you click the Proceed button, you will need to resolve the data issue and then upload your documents again, even if the file names still appear.

Proceed