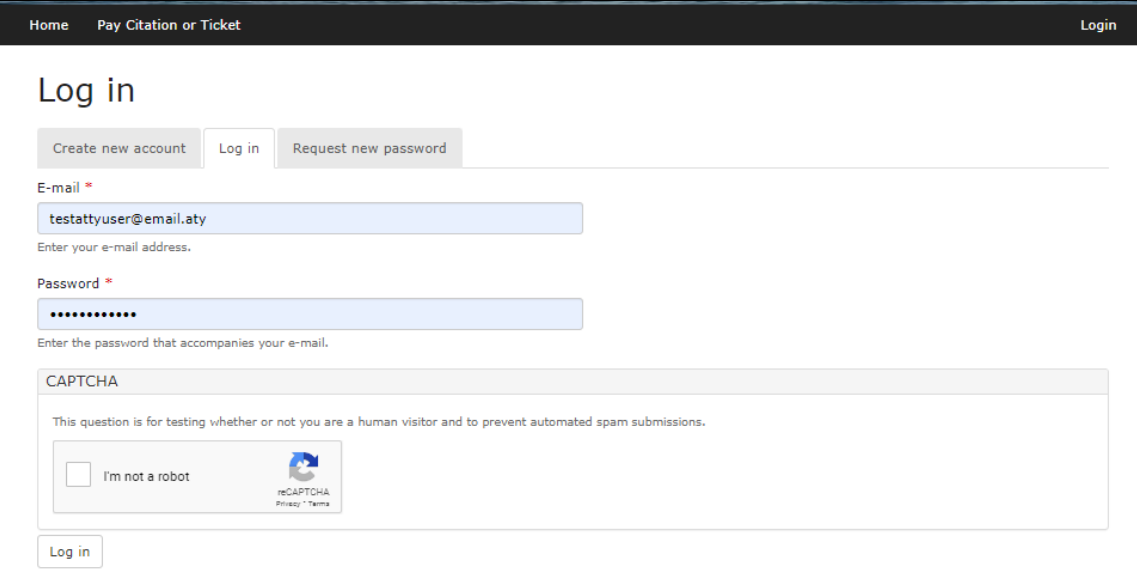



How do I eFile a document to my case?

| # | Instructions | Visual Cue |
|----|--|---|
| 1. | <p>Login at King County District Court Portal Welcome to King County District Court e-Filing King County District Court</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 Once you login, click on the Case Search Tab</p> |  |

How do I eFile a document to my case?

3. Enter the case number **OR** the party name and then click on Search. *Ensure there are no spaces before or after the number.*

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

| Case Number | Case Name | Filing Date | Case Type | Next Event | Previous Event |
|-------------|-----------------------------|-------------|-----------------------|---|----------------|
| 1A | 3EDBVUNKCKX City of vs. Jor | 11/03/2021 | Criminal: Non-Traffic | 09/14/2023 Sentence Compliance Review Hearing | |

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

Click on **“Add Filing”**

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

How do I eFile a document to my case?

- 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
Al vs. Ct

▼ Add Document

Document Type

Additional Info

Filed By

Official

Document Upload No file chosen

Payor (required, select only one):

Cor [DEF]

Tr [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.