

## Register for an Account with King County District Court

#	Instructions	Visual Cue
1.	<p>To Register for an account with King County District Court please visit our website:  <a href="#">Role Types and Definitions   King County District Court</a></p> <p>You will be able to review the different account types and then register for an account:</p> <ul style="list-style-type: none"> <li>Registered Public User.</li> <li>Washington Attorney User – <b>note, you will need your WSBA number.</b></li> </ul> <p>Government User – <b>note, you will need your organization ORI number.</b></p> <p style="color: red;">Please note these instructions are for a Registered Public User Account</p> <p>When you have finished reviewing the role types, click on</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-top: 10px;"> <span style="font-size: 1.2em;">+</span> Register         </div>	<div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="margin: 0;">Washington Attorney User</h3> <p><b>Description:</b> An active member in good standing with the Washington State Bar Association; and account is being used in the course of business as a practicing attorney. WA Attorneys (or Attorneys from any other Bar Association) may register as Registered Public Users for purposes of case management and eFiling if court-wide document access is not required. Please see Registered Public User description for more information on account access for that group.</p> <p><b>Type of Access:</b> Same access as the Public Registered User plus access to read documents, regardless of status as a case participant, in all court files except sealed files or documents.</p> <p><b>eFile Ability:</b> Yes – eFiling itself is free of charge, but required filing fees must be paid at the time of the transaction. eFiling is permitted into any KCDC case eligible for eFiling.</p> <p><b>Cost:</b> None.</p> <hr/> <h3 style="margin: 0;">Government User</h3> <p><b>Description:</b> User is employed by a Municipal, County or State Criminal Justice Agency (courts, prosecution or defense offices, law enforcement agencies); and account is being used in the course of official business of the employing agency. User must provide agency's ORI number as part of account registration.</p> <p><b>Type of Access:</b> Read-Only to all non-sealed cases, including all non-sealed or non-confidential documents</p> <p><b>eFile Ability:</b> No – if users need to eFile on behalf of a Government Agency – they should do so under a Registered Public User account or a WA Attorney User account (if applicable).</p> <p><b>Cost:</b> None.</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 10px;"> <span style="font-size: 1.2em;">+</span> Register         </div> </div>
2.	<p><b>Select the Account Type and enter all the required information.</b></p> <p>All required fields will be marked with a red asterisk</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="margin: 0;">User account</h3> <p style="text-align: right;"> <a href="#">Create new account</a>   <a href="#">Log in</a>   <a href="#">Request new password</a> </p> <hr/> <p style="margin: 0;">Create a New Account</p> <p>What type of user are you? *</p> <p> <input type="radio"/> Government User  <input checked="" type="radio"/> Registered Public User  <input type="radio"/> WA Attorney         </p> <p>E-mail *</p> <input style="width: 100%;" type="text"/> <p style="font-size: 0.8em;">A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is r wish to receive certain news or notifications by e-mail.</p> <p>Confirm e-mail address *</p> <input style="width: 100%;" type="text"/> <p style="font-size: 0.8em;">Please re-type your e-mail address to confirm it is accurate.</p> <p>Government User</p> <hr/> <p>Personal Information</p> <p>First Name *</p> <input style="width: 100%;" type="text"/> <p style="font-size: 0.8em;">Please enter your first name</p> <p>Last Name *</p> <input style="width: 100%;" type="text"/> <p style="font-size: 0.8em;">Please enter your Last Name</p> <p>Phone *</p> <input style="width: 100%;" type="text"/> <p style="font-size: 0.8em;">Please enter your contact Phone Number</p> </div>

## Register for an Account with King County District Court

3. Scroll Down and Read the Terms and Conditions

Verify that you have read and agree with the Terms and Conditions and complete the CAPTCHA, then click on Create new account.

Terms of Use

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**Terms and Conditions for King County District Court**

e-Filing User Agreement

By registering and using a King County District Court (KCDC) User Account, I will be a "Registered User" and agree to the following terms and conditions:

- 1. I understand as a Registered User of KCDC e-Filing, I am required to comply with court rules GR 30, LGR 30, and the KCDC technical requirements for e-Filing. I further understand that the terms and conditions of KCDC e-Filing may be amended from time to time without notice.
- 2. As an attorney using KCDC e-Filing (Attorney User), I represent that I am currently on active status and admitted to practice law before the courts of the State of Washington.
- 3. I understand that as an Attorney User I may include the signature of another attorney of record in my e-Filed documents, and in doing so I represent to the Court that the other attorney's signature is authorized.
- 4. I understand that an attorney admitted pro hac vice may not register as an Attorney User, and all filings must be made by local counsel with whom the pro hac vice attorney is associated.
- 5. I understand that as an agent of an attorney, which includes but is not limited to an assistant or staff member employed by or contracting with an attorney who is registered as an Attorney User, I may register as a Registered User in my own name to e-File documents on behalf of the attorney.
- 6. I understand that the attorney is responsible for documents e-Filed by the attorney's agent.
- 7. I agree to not share my User log-in credentials with anyone other than my authorized agent. I further understand if KCDC e-Filing is accessed using my log-in credentials, such access is deemed to have been conducted by me or by my authorized agent. If my log-in credentials are compromised, I will immediately change the log-in credentials and promptly notify KCDC.
- 8. I understand I am solely responsible for all claims, proceedings, liabilities, obligations and costs resulting directly or indirectly from the use of my User account, including any act or omission by any person to whom I have disclosed such information, or who received such information because I did not adequately protect my log-in credentials.
- 9. I will only use KCDC e-Filing for official court business.
- 10. I agree to keep all case information current with KCDC. This includes, but is not limited to: attorney of record, withdrawal from case, mailing address, e-mail address, telephone numbers and any changes with the Washington State Bar Association. I agree to notify KCDC within 10 days of any change to such information.
- 11. I agree to pay all fees related to the use of KCDC e-Filing. I understand fees must be paid upon filing, when required. I authorize KCDC to collect payment from me based upon the payment information I provide to KCDC. This authorization includes fees assessed under KCC 4A.634.100. If KCDC e-Filing is unable to process the payment for whatever reason, such filing will not be accepted.

**LICENSE**

Subject to my compliance with these Terms and Conditions of this KCDC e-Filing User Agreement and the Terms of Use of the King County website, and my payment of any applicable fees, KCDC or its e-Filing system provider grant me a limited, non-exclusive, non-sublicensable license to access and make use of KCDC e-Filing for the purposes stated herein. This license does not include, for example, any derivative use of e-Filing or its contents; any downloading, copying, or other use of account information for the benefit of any third party; or any use of data mining, robots, or similar data gathering and extraction tools. All rights not expressly granted to me in this User Agreement are reserved and retained by KCDC.

**TECHNICAL REQUIREMENTS**

- 1. I agree to follow the KCDC technical requirements for e-Filing.
- 2. I understand I am solely responsible for obtaining and maintaining any equipment or ancillary services needed to connect to, access or use the KCDC e-Filing portal, including, without limitation, an Internet connection, modem, hardware, software, firmware, peripherals,

without limitation, loss of profits or for any other incidental, special, consequential or exemplary damage based upon contract, negligence, strict liability in tort, warranty, or any other legal theory, arising out of inability to use, KCDC e-Filing.

- 4. I understand KCDC is not responsible for or liable for any damage, including damage caused by system, or other property, during or on account of access or use of KCDC e-Filing or any sites to which

Print Page

I agree with these terms. \*

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CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

I'm not a robot

Create new account

4. You will be directed to the home page and this message should appear.

Home Pay Citation or Ticket

## Welcome to King County District Court e-Filing

A welcome message with further instructions has been sent to your e-mail address.

[e-Filing / Case Access Guide / About](#)

5. You will receive an email from [dc\\_noreply@kingcounty.gov](mailto:dc_noreply@kingcounty.gov).

If you don't see the message, please confirm the email did not go to your junk mail.

Thank you for registering at King County District Court. You may also log in by clicking on this link or copying and pasting it in your browser:

[https://kcdc-e-filing.kingcounty.gov/ecourt/?q=user/reset/61701/1685741134/N\\_TleeAZMp\\_z33QBfS6aZz8Zyh-3jRhmDsnYTM3yQ28](https://kcdc-e-filing.kingcounty.gov/ecourt/?q=user/reset/61701/1685741134/N_TleeAZMp_z33QBfS6aZz8Zyh-3jRhmDsnYTM3yQ28)

This is a one-time login, so it can be used only once.

After logging in, you will be prompted to change your password.

-- King County District Court team

## Register for an Account with King County District Court

6. When you click on the link provided on the email, you will be taken to our portal and asked to reset your password.

**Click on Log In**

Enter and confirm a new password and click **Save**

Home Pay Citation or Ticket

### Reset password

This is a one-time login for *dul* *.com* and will expire on *Sat, 2023-06-03 14:25*.

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

### My Account

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please cha

Account My Cases Undelivered Filings

Account Personal Information

E-mail address \*

dul .com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and wish to receive certain news or notifications by e-mail.

Confirm e-mail address \*

dul .com

Please re-type your e-mail address to confirm it is accurate.

Password

Password quality: \_\_\_\_\_

Confirm password

To change the current user password, enter the new password in both fields.

Language settings

Language

English

Spanish (Español)

This account's default language for e-mails.

Save

Once the password is accepted, you will be directed to the home page.

At this point you can search for any case, file a new case, etc.

Home Case Search Calendar Search Actions File a New Case Pay Citation or Ticket

### Welcome to King County District Court e-Filing

The changes have been saved.

e-filing / Case Access Service Alert