

**KING COUNTY SUPERIOR COURT CLERK'S OFFICE**

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**King County**

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# CLERK'S ALERT

## **Announcing a Law Enforcement Extreme Risk Protection Order E-Filing Process**

The King County Superior Court Clerk's Office has implemented an e-filing process for law enforcement agencies to file petitions for Extreme Risk Protection Orders (ERPO). This e-filing process will take effect on April 27, 2020.

In this new process, the e-filer (law enforcement officer) can electronically file their petition and submit a proposed order. The e-filer will receive an email notification and a copy of the order if the judicial officer signs the order. The e-filer will have to create an account in the King County Clerk's Office e-filing system to submit the documents. Please see the attached instructions regarding the e-filing process.

\*This Alert is being distributed to King County law enforcement agencies and the King County Prosecutor.



[www.kingcounty.gov/courts/clerk](http://www.kingcounty.gov/courts/clerk)



## E-Filing: How to file ERPO Cases and Order Review (Illustrated Agreed Order Submission) - This process is only for law enforcement agencies.

- To file an ERPO online, you will need an E-Filing account. If you do not already have an account, you can start one here: <https://dja-efsp.kingcounty.gov/kcclerksefilingauthentication/registration.aspx>

1. Log in to [E-Filing](#) with your User ID and Password.

2. Select **Start New Case(s)** from the E-Filing menu.

Questions? Call the Superior Court Clerk's Office.

Seattle Cases: 206-477-0816 | Kent cases: 206-477-3046

3. Using the dropdown menus, choose a **Case Designation** (Seattle or Kent).

4. In the **Case Category** section, select, **Domestic Violence/ Antiharassment**.

The screenshot shows the 'Start New Case(s)' form with the 'Enter Case Information' section. The 'Case Designation' dropdown menu is highlighted with a red box, and the 'Case Category' dropdown menu is also highlighted with a red box. A 'Cancel' button is visible at the bottom.

5. Select a **Case Sub Category**, either **Extreme Risk Protection Order** or **Extreme Risk Protection – Under 18**.

The screenshot shows the 'Start New Case(s)' form with the 'Enter Case Information' section. The 'Case Designation' dropdown menu is set to 'SEA', and the 'Case Category' dropdown menu is set to 'DOMESTIC VIOLENCE/ANTIHARASSMENT'. The 'Case Sub-Category' dropdown menu is highlighted with a red box. The 'Case Title' field is empty, and a 'Cancel' button is visible at the bottom.

6. Enter the **Petitioner** and **Respondent** names in the **Case Title** field.

The screenshot shows the 'Start New Case(s)' form with the 'Enter Case Information' section. The 'Case Designation' dropdown menu is set to 'SEA', and the 'Case Category' dropdown menu is set to 'DOMESTIC VIOLENCE/ANTIHARASSMENT'. The 'Case Sub-Category' dropdown menu is set to '--select--'. The 'Case Title' field is highlighted with a red box, and a 'Cancel' button is visible at the bottom.

7. Choose the files to upload from your computer.

**Start New Case(s)**

**Add Minimum Initiating Documents**

Case #: **Unassigned** Case Title: **Test LEA vs Test Person**

Document Type	File Name	
PETITION FOR EXTREME RISK PROTECTION ORDER	<input type="button" value="Choose File"/>	No file chosen <input type="button" value="Ok"/>
LAW ENFORCEMENT INFORMATION SHEET	<input type="button" value="Choose File"/>	No file chosen <input type="button" value="Ok"/>

Document Type File Name Size (

**Total Upload : 0.00 MB of 50.00 MB**

8. Review and confirm that the case information and documents you uploaded are correct.

**Start New Case(s)** Shopping Cart  
Items In Cart: 0  Progress

Please review before proceeding

**Summary**

Case Category: DOMESTIC VIOLENCE/ANTIHARASSMENT Case Sub-Category: EXTREME RISK PROTECTION ORDER  
 Case Number: Case Designation: SEA  
 Case Title: Test LEA vs Test Person  
 User Name: David Smith

Document Type	File Name	Attachment(s)
PETITION FOR EXTREME RISK PROTECTION ORDER	<input type="button" value="Test Document.pdf"/>	
LAW ENFORCEMENT INFORMATION SHEET	<input type="button" value="Test Document.pdf"/>	

9. Click the **Proceed to E-File** button.

**Start New Case(s)** Shopping Cart  
Items In Cart: 0  Progress

Please review before proceeding

**Summary**

Case Category: DOMESTIC VIOLENCE/ANTIHARASSMENT Case Sub-Category: EXTREME RISK PROTECTION ORDER  
 Case Number: Case Designation: SEA  
 Case Title: Test LEA vs Test Person  
 User Name: David Smith

Document Type	File Name	Attachment(s)
PETITION FOR EXTREME RISK PROTECTION ORDER	<input type="button" value="Test Document.pdf"/>	
LAW ENFORCEMENT INFORMATION SHEET	<input type="button" value="Test Document.pdf"/>	

10. Click the **E-File Now** button.

**Start New Case(s)** Shopping Cart  
Items In Cart: 1  Progress

**Final Review**

**Checkout**

Case Number	Case Title	Delete
	Test LEA vs Test Person	<input type="button" value="Remove"/>

11. Verify that the email is correct for receiving service.

Register for E-Service | View My E-Service | Manage My E-Service

**Register for E-Service**

\*Primary Email: david.smith@kingcounty.gov **Register for E-Service at a later time**

\*Verify Email: david.smith@kingcounty.gov

E-SERVICE TERMS AND CONDITIONS

By checking the "I accept" box, I agree to accept the following terms and conditions:

Authorization/E-Service Definition

1. E-Service is mandatory pursuant to LGR 30 (b)(4)(B), which states "When a party e-files a document, the party must electronically serve (e-serve) the document via the e-service feature within the Clerk's online eFiling application."

12. Click **Accept**.

Register for E-Service | View My E-Service | Manage My E-Service

**Register for E-Service**

\*Primary Email: david.smith@kingcounty.gov **Register for E-Service at a later time**

\*Verify Email: david.smith@kingcounty.gov

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**Accept** Cancel

13. Using the dropdown menu, add the **Association** to the case.

Register for E-Service | View My E-Service | Manage My E-Service

**Select Case To Register for E-Service**

\*Case Number(s): 20-2-00191-1

Association: Petitioner/Plaintiff

Firm ID:

**Add Case**

**Cases Registered for E-Service**

Case Number	Case Title	Firm ID	Association
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Previous Next Cancel

14. Review the information and click **Finish**.

20-2-00191-1 - Case Added

Register for E-Service | View My E-Service | Manage My E-Service

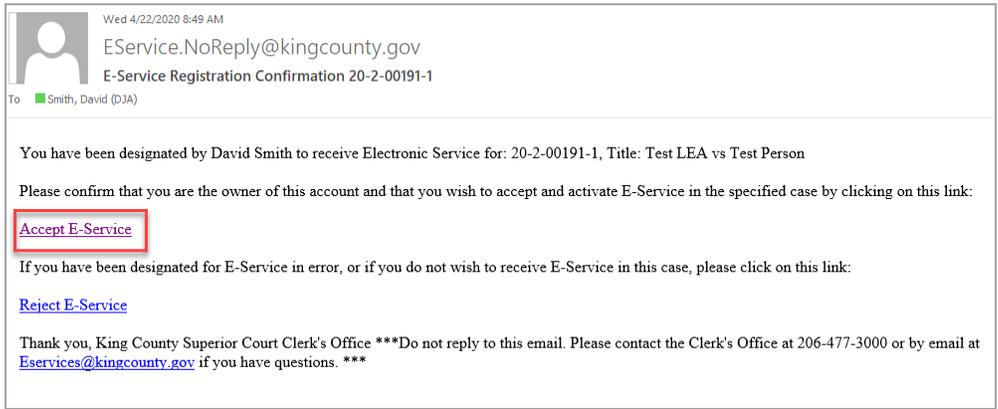
**Add Courtesy Copy Recipient(s)**

Case Number	Case Title	Courtesy Copy Recipient(s)
20-2-00191-1	Test LEA vs Test Person	Description: Email:

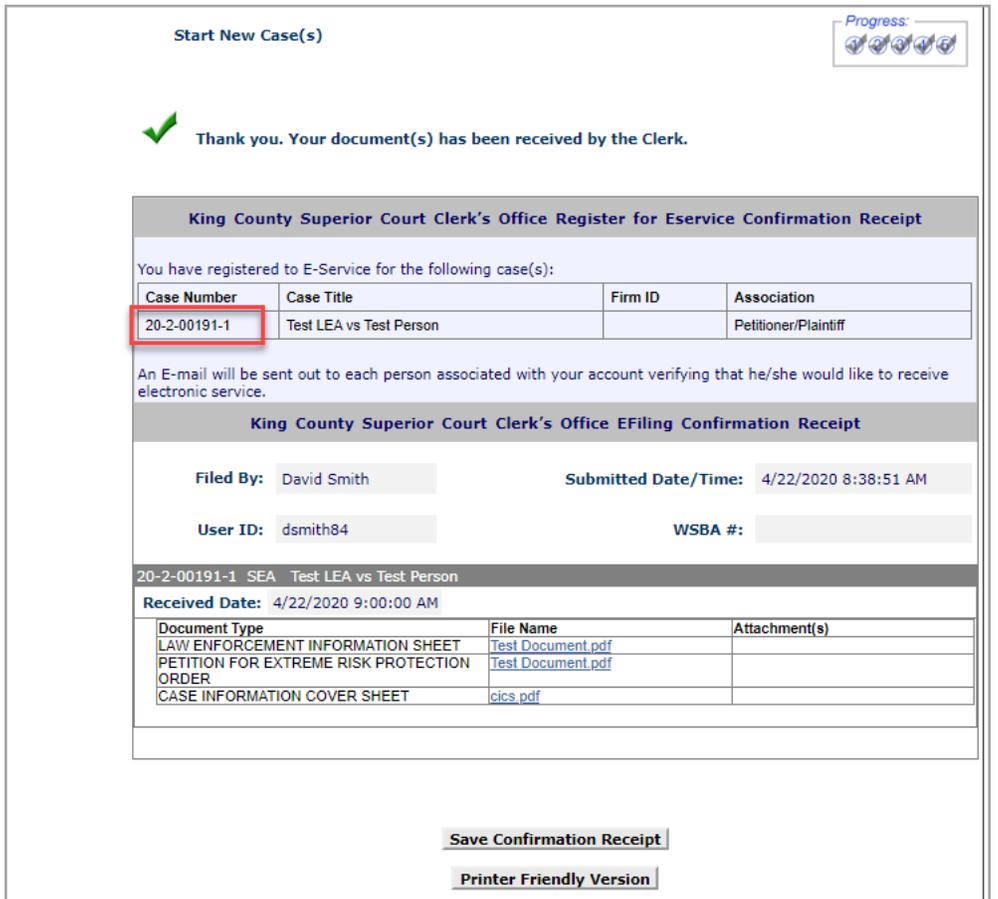
**Add Courtesy Copy Recipient**

Previous **Finish** Cancel

15. Go to your email. Click on the **Accept E-Service** link in your E-Service Registration Confirmation.



16. You will see your assigned case number in the email, as well as on the confirmation receipt page of the E-Filing application.



17. Click on **Home** to return to the home screen.



18. Click the **Orders for Review**.

The screenshot shows two side-by-side menu boxes. The left box is titled "E-Filing" and contains a list of options: "E-File Documents into an Existing Case" (with sub-options "Use eForm Template" and "Orders for Review", where "Orders for Review" is highlighted with a red box), "Batch Orders for Review", "Start New Case(s)", "Ex Parte via the Clerk", and "Working Copies". The right box is titled "E-Service" and contains three options: "Opt-In to E-Service", "View My E-Service", and "Manage My E-Service".

19. Select **Law Enforcement Only – Extreme Risk Panel**. From the **Judge/Judge Panel** dropdown menu.

The screenshot shows a form titled "E-File Documents into an Existing Case" with the sub-header "Enter Case Number". It features a "Judge/Judge Panel:" dropdown menu with "Law Enforcement Only - Extre" selected (highlighted with a red box). Below this is a "Case Number:" input field with a placeholder "xx-x-xxxxx-x or xxxxxxxxx" and a checkbox labeled "Check this box if your case number is NOT 9 digits". A "Cancel" button is located at the bottom right.

20. Enter the **Case Number**.

This screenshot is identical to the previous one, showing the "E-File Documents into an Existing Case" form. In this step, the "Case Number:" input field is highlighted with a red box, indicating where the user should enter the case number.

21. Select the type of document being uploaded.

E-File Documents into an Existing Case

Please review before proceeding

**Case Information**

Judge/Judge Panel: Law Enforcement Only - Extreme Risk Prot Orders  
Case #: 20-2-00191-1 Case Title: Test LEA vs Test Person

**Document Type**

Extreme Risk Protection Order

**Document File**

Document File Name: Choose File No file chosen **OK**  
Only DOC, DOCX or PDF Files. Files cannot exceed 5 MB

Document Type	File Name	Size (KB)
Total Upload : 0.00 MB of 50.00 MB		

**Previous** **Save and Exit** **Next**

22. Click the **Choose File** button and select the file to upload from your computer.

Click **OK**, then **Next**.

E-File Documents into an Existing Case

Please review before proceeding

**Case Information**

Judge/Judge Panel: Law Enforcement Only - Extreme Risk Prot Orders  
Case #: 20-2-00191-1 Case Title: Test LEA vs Test Person

**Document Type**

Extreme Risk Protection Order

**Document File**

Document File Name: Choose File No file chosen **OK**  
Only DOC, DOCX or PDF Files. Files cannot exceed 5 MB

Document Type	File Name	Size (KB)
Total Upload : 0.00 MB of 50.00 MB		

**Previous** **Save and Exit** **Next**

23. Review your documents by clicking on the file name link.

Click on the **Submit to Judge** button.

E-File Documents into an Existing Case

Please review before proceeding

**Summary**

Case Number: 20-2-00191-1 Case Designation: SEA  
Case Title: Test LEA vs Test Person  
User Name: David Smith  
Judge/Panel: Law Enforcement Only - Extreme Risk Prot Orders

Document Type	File Name	Attachment(s)
EXTREME RISK PROTECTION ORDER	<a href="#">Test Document.pdf</a>	

**Previous** **Save and Exit** **Submit To Judge**

24. You will get confirmation that your submission is pending judicial review.

E-File Documents into an Existing Case

Your submission is pending a judicial review.

**King County Superior Court Clerk's Office E-filing Confirmation Receipt**

<b>Case Number:</b> 20-2-00191-1	<b>Case Designation:</b> SEA
<b>Case Title:</b> Test LEA vs Test Person	
<b>Filed By:</b> David Smith	<b>Submitted Date/Time:</b> 4/22/2020 12:28:57 PM
	<b>Received Date/Time:</b> Pending Judicial review
<b>User ID:</b> dsmith84	<b>WSBA #:</b>
<b>Judge/ Panel:</b> Law Enforcement Only - Extreme Risk Prot Orders	

Document Type	File Name	Attachment(s)
EXTREME RISK PROTECTION ORDER	Test Document.pdf	

[Save Confirmation Receipt](#)
[Printer Friendly Version](#)
[Next \(E-Serve document\)](#)

25. The status of your submission is also available on the **E-File Status** page.

**My Cases - Filing Status** [help](#)

[E-File Progress](#)
[E-File Status](#)
[Ex Parte Status](#)
[WCopies Status](#)

Document(s) submitted to the Clerk. Select Status column link for additional information.

E-Service Working Copy Ex Parte	Case Number	Submitted Date/Time	Received Date/Time	Status	Document Type
<a href="#">E-Serve</a>	20-2-00191-1 SEA Test LEA vs Test Person	04/22/2020 12:28:57 PM		<a href="#">WaitForJudgeReview</a>	EXTREME RISK PROTECTION ORDER

### **After You File**

The reviewing judicial officer has 3 options when receiving the proposed order:

1. Order will be filed and no revisions are necessary.
2. Order will be filed and revisions are necessary.
3. Order should be returned to filer.

If the order is signed by a judicial officer, you will receive an email with a copy of the order as signed.

If the order is rejected, start at step 17 to file the new documents.