

KING COUNTY SUPERIOR COURT CLERK'S OFFICE

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King County

CLERK'S ALERT

King County Superior Court Clerk's Office E-Filing Systems Replacement Project (Announcement #2)

This is a reminder that the King County Clerk's Office/Department of Judicial Administration will replace our E-Filing application on November 12, 2024. Instead of filing documents through a separate application, electronic filing will now be integrated into the Clerk's Office case management system (also known as the KC Script Portal).

Currently, the E-Filing application allows customers to electronically file a new case, file documents into an existing case, and register for e-service; as well as submit Orders for Review, Ex Parte via the Clerk submissions, and electronic working copies. The new system will allow customers to access all E-Filing services through the [KC Script Portal](#).

UPCOMING WEBINARS

In preparation for the upcoming changes, the Clerk's Office will provide instructions and webinars before and after launching the new system. These resources will guide customers on how to use the new E-Filing features. If you are not able to attend one of these sessions, they will be recorded and available for viewing on our website. Also, attorneys can obtain CLE credit for attending one of these public webinars.

Due to the high level of interest, the Clerk's Office is adding an additional E-Filing Public Webinar on Friday, November 1, 2024. All three webinars will cover the same information.

Public Webinar #1 (NEW)

Friday, November 1, 2024

2:00 - 3:30 p.m.

[Registration Link](#)

Public Webinar #2

Wednesday, November 6, 2024

12:15 – 1:45 p.m.

[Registration Link](#)

Public Webinar #3

Thursday, November 14, 2024

12:15 – 1:45 p.m.

[Registration Link](#)

If you are currently registered for one of the originally scheduled webinars and would like to switch your webinar date, or need to cancel your original registration, you can do so using the link in your registration confirmation email.

SYSTEM DOWN TIME

Beginning at 4:30 p.m., Friday, November 8, 2024, you will not be able to submit new filings or submissions through the E-Filing application. At 6:00 p.m., on Friday, November 8, 2024, all King County Superior Court Clerk's Office systems will be taken offline to prepare for the launch of the new E-Filing. Systems will be back online by 7:00 a.m. Tuesday, November 12, 2024.

To stay connected on the status of this project and learn more about how the E-Filing replacement may impact you, customers may visit the Superior Court Clerk's Office [System Replacement Project News website](#). Also, customers may subscribe to King County alerts and receive updates about the KC Script Portal upgrade. To subscribe, please visit the [King County Subscriptions website](#), enter your email address, scroll down the list to *Superior Court Clerk's Office*, and check the box next to *System Replacement Updates*.



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