

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

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**King County**

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# CLERK'S ALERT

## Notice Regarding Changes to the KC Script Portal

### E-Filing Document Format Requirements

In compliance with General Rule (GR) 14, all pleadings, motions, and other papers electronically filed with King County Superior Court in-person and via the Clerk's Office's E-Filing system, the [KC Script Portal](#), must be letter-size (8-1/2 by 11 inches). Documents e-filed in PDF file format should not include interactive elements, such as form fields, buttons, comments, JavaScript, etc. These requirements apply to documents filed when filing a new case, filing documents into an existing case, E-Working Copies, and proposed orders submitted to the court via Ex Parte via the Clerk and Orders for Review.

The KC Script Portal will validate the document size to ensure it complies with the GR14 requirement. The Portal will also scan PDF files for viruses and interactive elements (i.e. fillable fields, JavaScript, etc.) to ensure documents can be received and processed within the Clerk's case management system and be properly viewed and printed. The system will automatically reject documents that don't meet these requirements.

### Supporting Documents in Ex Parte via the Clerk and Orders for Review

Most supporting documents included in an Ex Parte via the Clerk (EPVC) or Orders for Review submission should be filed prior to judicial review. Additional instructions and a form validation have been added to the EPVC and Orders for Review forms in the KC Script Portal to ensure parties have taken the appropriate steps prior to submitting their proposed order(s).

**These changes will go into effect on the evening of July 9, 2025.** For more information regarding proper format for pleadings and other papers, please visit the Washing State Courts site at [https://www.courts.wa.gov/court\\_rules/pdf/GR/GA\\_GR\\_14\\_00\\_00.pdf](https://www.courts.wa.gov/court_rules/pdf/GR/GA_GR_14_00_00.pdf). You may also find useful [instructions](#) on how to resize your documents or submit proposed order(s) through the KC Script Portal on the Superior Court Clerk's website.

