

Step by Step for E-filing Joel's Law Case

1. If you haven't already, create an account in E-filing. [KC - E-filing \(kingcounty.gov\)](http://kingcounty.gov)

2. Sign In to E-filing.

3. Select "Start New Case(s)."

4. Fill out the following areas, then select "Next."

- Select "SEA" for Case Designation
- Select "MENTAL ILLNESS" for Case Category

- Select “MENTAL ILLNESS-FAMILY/JOEL’S LAW (SEATTLE ONLY)” for Case Sub-Category
- Type “State of Washington” in first box and “Family Members Name you are trying to help” in 2nd box.

Welcome Kristy Archie

Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS
 Enter short title (title of record will be picked up from document)
[help](#)
 Please do not use your browser's 'Back' button
[start over](#)

Shopping Cart
Items In Cart: 0
[View Cart](#)

Progress: 1 2 3 4 5

Start New Case(s)

Enter Case Information

Case Designation: SEA
 Case Category: MENTAL ILLNESS
 Case Sub-Category: MENTAL ILLNESS-FAMILY/JOEL'S LAW (SEATTLE ONLY)
 Case Title: TEST 1 vs ARCHIE

[Cancel](#) [Next](#)

5. Select “Choose File” and then choose the Petition for Initial Detention that should be saved on your computer. Select “Next”.

Add Minimum Initiating Documents

Case #: Unassigned Case Title: STATE OF WASHINGTON vs ARCHIE

Document Type	File Name	Attachment(s)
PETITION FOR INITIAL DETENTION	test pdf.pdf Delete	Choose File No file chosen Ok

Case #: Unassigned Case Title: STATE OF WASHINGTON vs ARCHIE

Document Type	File Name	Size (KB)	Action
PETITION FOR INITIAL DETENTION	test pdf.pdf	182	

Total Upload : 0.18 MB of 50.00 MB

[Add Additional Document](#)

[Previous](#) [Save and Exit](#) [Next](#)

6. Review your attachment to make sure it is the correct one. Select “Proceed to E-File.”

Start New Case(s)

Please review before proceeding

Shopping Cart
Items In Cart: 0
[View Cart](#)

Summary

Case Category: MENTAL ILLNESS
 Case Number:
 Case Title: STATE OF WASHINGTON vs ARCHIE
 User Name: Kristy Archie

Case Sub-Category: MENTAL ILLNESS-FAMILY/JOEL'S LAW (SEATTLE ONLY)
 Case Designation: SEA

Document Type	File Name	Attachment(s)
PETITION FOR INITIAL DETENTION	test pdf.pdf	

[Add to Cart & Start a New Case](#)

[Previous](#) [Cancel](#) [Proceed to E-File](#)

7. Select “E-File Now.”

Start New Case(s) Shopping Cart
Items In Cart: 1 [View Cart](#)

Final Review

Checkout		
Case Number	Case Title	Delete
	STATE OF WASHINGTON vs ARCHIE	Remove

[Start Another New Case](#)

[Previous](#)
[Cancel](#)
[E-File Now](#)

8. Select "Accept" to register for E-Service.

Register for E-Service [View My E-Service](#) [Manage My E-Service](#)

Register for E-Service

Primary Email: [Register for E-Service at a later time](#)

Verify Email:

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 e-filing application."

[Accept](#) [Cancel](#)

9. Expand the drop-down menu under Association and select "Petitioner/Plaintiff." Then select "Next."

Register for E-Service [View My E-Service](#) [Manage My E-Service](#)

Select Case To Register for E-Service

Case Number(s): Association: [Petitioner/Plaintiff](#) Firm ID:

Check this box if the case number is not 9 digits

Check this box if the case number is not 9 digits

Check this box if the case number is not 9 digits

Check this box if the case number is not 9 digits

Check this box if the case number is not 9 digits

[Add Case](#)

Cases Registered for E-Service			
Case Number	Case Title	Firm ID	Association

[Previous](#) [Next](#) [Cancel](#)

10. Select "Finish."

24-6-00561-1 - 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)
24-6-00561-1	ARCHIE	Description: <input type="text"/> Email: <input type="text"/> Add Courtesy Copy Recipient

[Previous](#) [Finish](#) [Cancel](#)

11. Next you will see a confirmation page. It should look something like this:

Start New Case(s)



Thank you. Your document(s) has been received by the Clerk.

King County Superior Court Clerk's Office Register for Eservice Confirmation Receipt

You have registered to E-Service for the following case(s):

Case Number	Case Title	Firm ID	Association
24-6-00562-0	test		Petitioner/Plaintiff

An E-mail will be sent out to each person associated with your account verifying that he/she would like to receive electronic service.

King County Superior Court Clerk's Office E Filing Confirmation Receipt

Filed By: Kristy Archie

Submitted Date/Time: 6/21/2024 9:02:36 AM

User ID: karchie

WSBA #:

24-6-00562-0 SEA test vs test

Received Date: 6/21/2024 9:02:36 AM

Document Type	File Name	Attachment(s)
PETITION FOR INITIAL DETENTION	test.pdf.pdf	
CASE INFORMATION COVER SHEET	cics.pdf	

12. You will receive an email. Make sure to access the "Accept E-Service" hyperlink in that email to complete your registration for e-service.