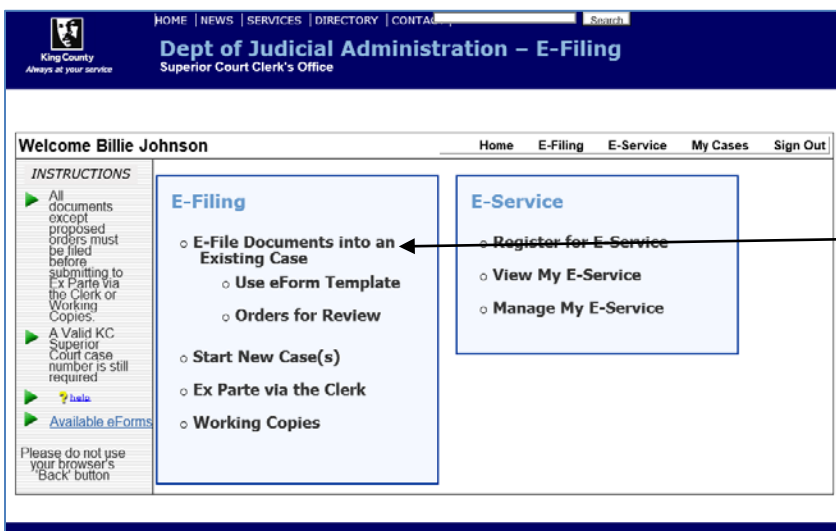




How to E-File Documents into an Existing Superior Court Case

Prior to e-filing into an existing King County Superior Court case, you will need to save your documents into a PDF or TIF file format. To e-file documents with an [associated fee](#), payment must be made using the King County's eCommerce application via a credit card or internet check. An eCommerce transaction fee of \$2.49 for use of a credit card, or \$1.00 for an internet check, will be included in the total cost.

Attorneys must electronically file and e-serve all documents unless [LCR 30](#) provide otherwise. Non-represented parties should read [LCR 30](#) for e-service requirements prior to e-filing documents. For additional eFiling information, please visit the Clerk's [eFiling "How Do I..." tab](#) and view the "eFiling Application User Tips" document.



Choose the Process Flow

- From the 'Home' page, choose 'E-File Documents into an Existing Case' link.



Enter the Case Number

- Enter the 9 digit case number, dashes are not required.
- Do not include the case assignment designation (KNT or SEA)
- Click 'Next'

How to E-File Documents into an Existing Superior Court Case



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King County
Always at your service

Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Billie Johnson Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

- Case numbers should not contain any alpha characters. If the case number contains a [C] please convert the [C] to the number [1]
- Please do not include the case designation (i.e. SEA or KNT)
- help

Please do not use your browser's 'Back' button

start over

E-File Documents into an Existing Case

Progress: 1 2 3 4 5

Enter Case Number

Case Number:

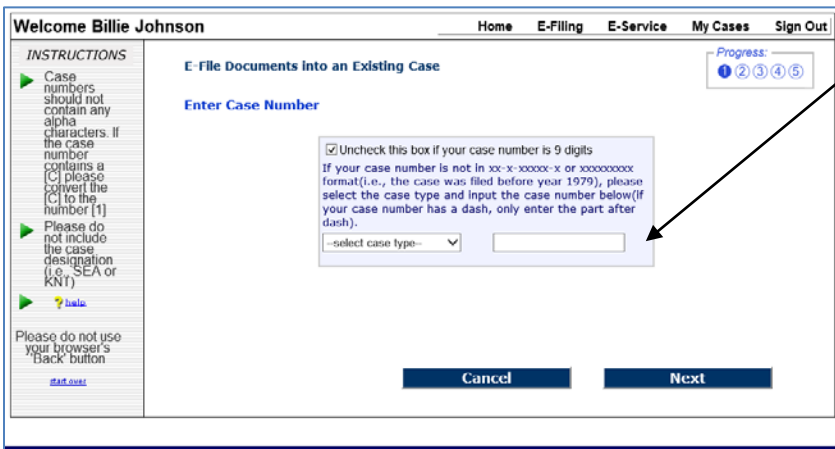
xx-x-xxxx-x or xxxxxxxxx

Check this box if your case number is NOT 9 digits

Cancel Next

For Old Cases Non-9 Digit Case Numbers

- Select the check box
- Select the case type from the list provided
- Enter only the case numbers after the dash (e.g., 4-G1234: enter only G1234)
- Click 'Next'



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INSTRUCTIONS

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- Please do not include the case designation (i.e. SEA or KNT)
- help

Please do not use your browser's 'Back' button

start over

E-File Documents into an Existing Case

Progress: 1 2 3 4 5

Enter Case Number

Uncheck this box if your case number is 9 digits

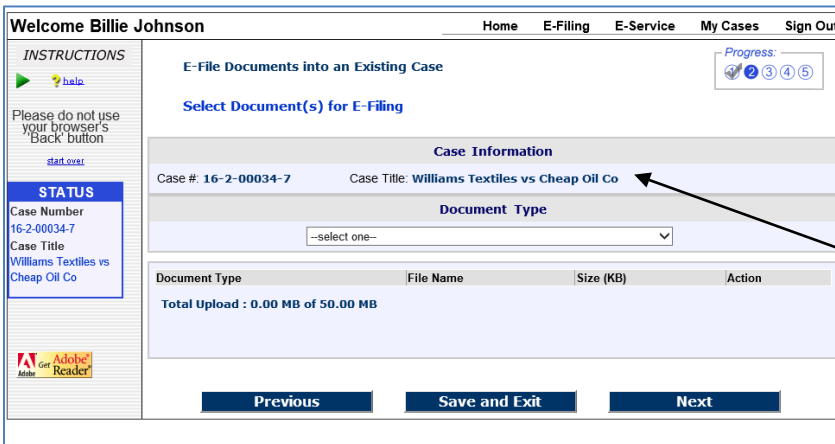
If your case number is not in xx-x-xxxx-x or xxxxxxxxx format (i.e., the case was filed before year 1979), please select the case type and input the case number below (if your case number has a dash, only enter the part after dash).

--select case type--

Cancel Next

Verify Case Information

- When a valid case number is entered the page will refresh and display the case title.
- Before continuing, verify this is the case you want to file into.



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INSTRUCTIONS

- help

Please do not use your browser's 'Back' button

start over

STATUS

Case Number
16-2-00034-7

Case Title
Williams Textiles vs Cheap Oil Co

Get Adobe Reader

E-File Documents into an Existing Case

Progress: 1 2 3 4 5

Select Document(s) for E-Filing

Case Information

Case #: 16-2-00034-7 Case Title: Williams Textiles vs Cheap Oil Co

Document Type

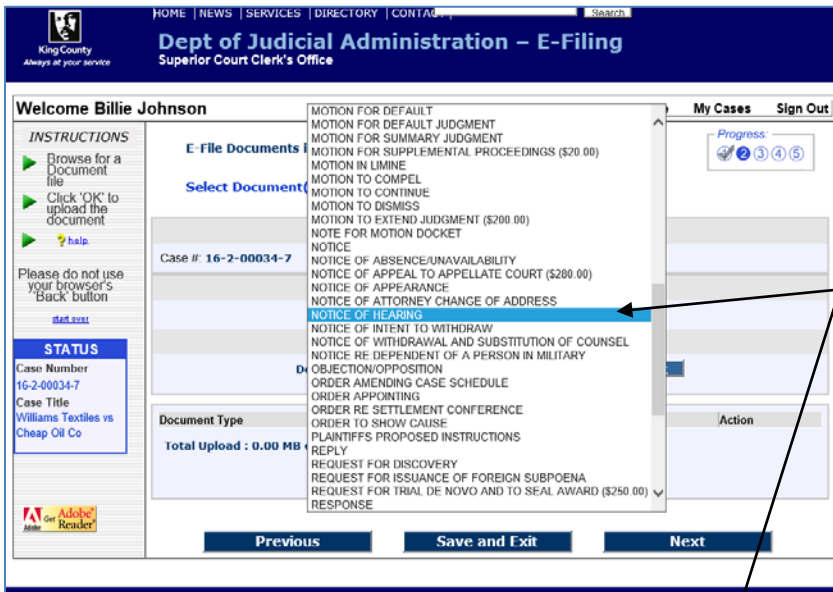
--select one--

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

Previous Save and Exit Next

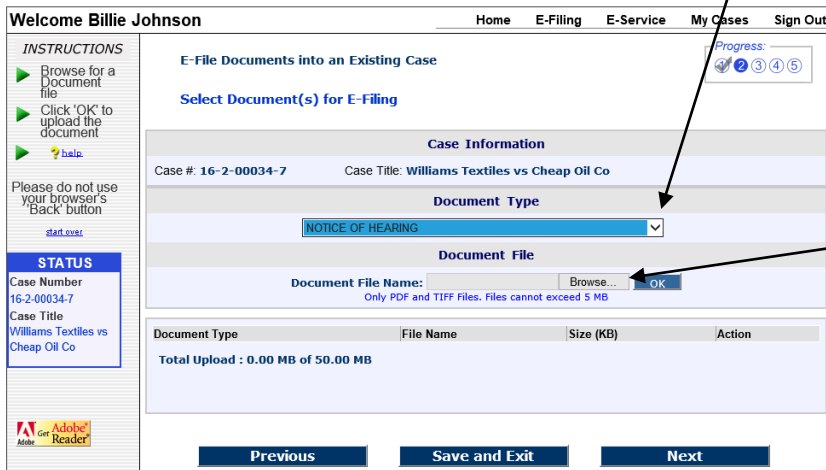


How to E-File Documents into an Existing Superior Court Case



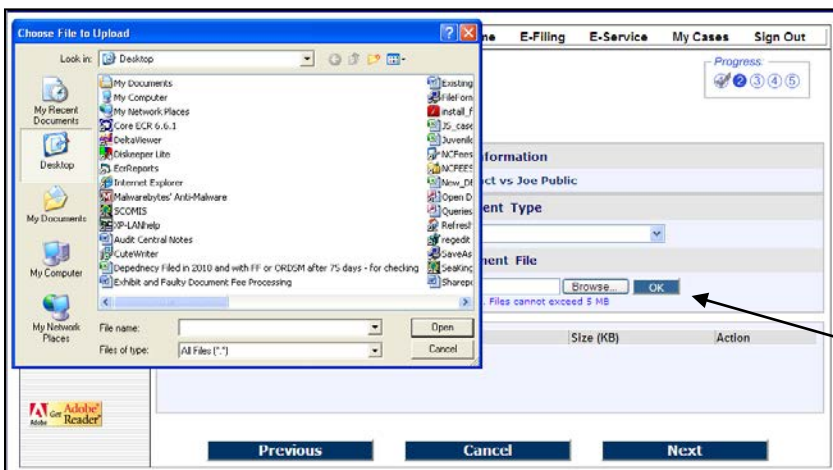
Identify Document Type

- Click the down arrow to display a list of descriptive document names referred to as the 'Document Type.'
- Using the scroll bar to view the complete list, choose the document type that most closely describes your document.
- If you do not see the type of document you are filing listed, choose 'OTHER' (**NOTE:** Unsigned orders cannot be filed with the clerk).



Locate Document

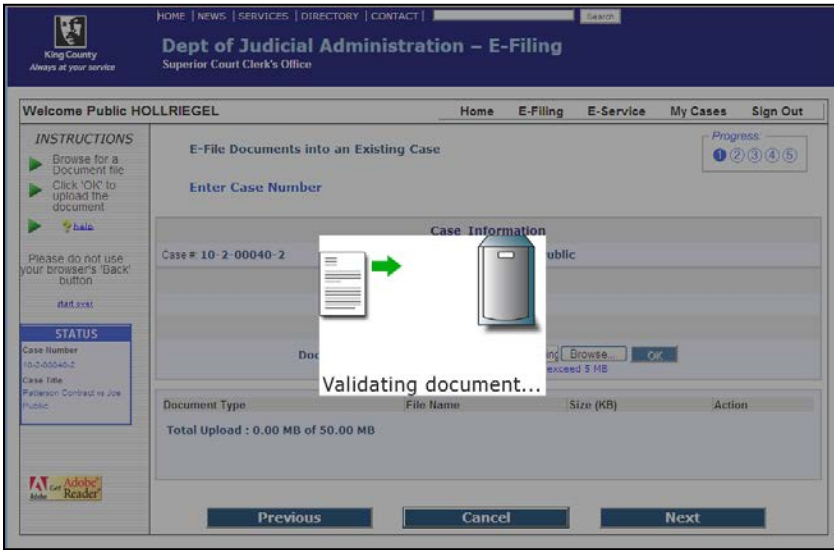
- Click 'Browse' to open a 'Choose file to upload' window on your computer, which will enable you to upload your document. (**NOTE:** the document file size limit is 5 MB. If your file is larger, split the file into multiple smaller files. Use a file naming convention to retain the proper file order for uploading attachments to the primary file.)



Choose Document

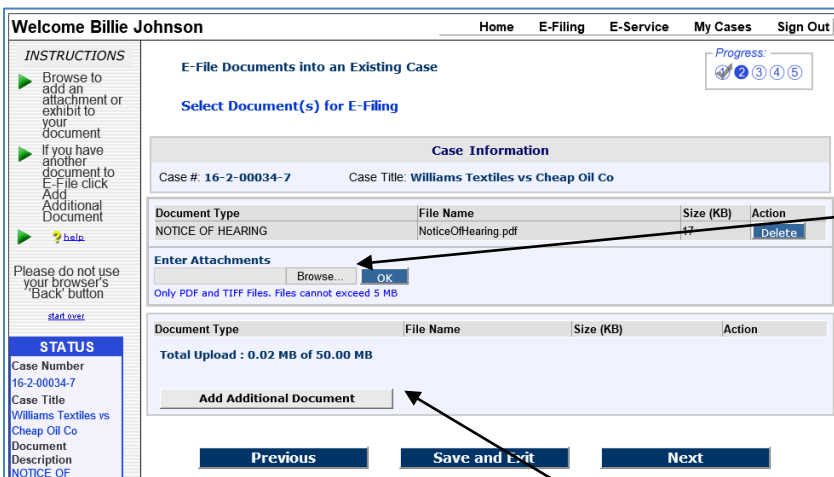
- Browse your computer or network drive to locate the document you wish to e-file (For file conversion information, please see the "E-Filing Application User Tips" tutorial).
- After selecting the document file, click "Open" and then "OK."

How to E-File Documents into an Existing Superior Court Case



Document Validation

- The application validates the file to verify it meets the E-Filing application requirements



Add Attachment

- Adding a file attachment to the primary document file is equivalent to stapling pages together.
- To add a secondary file to the primary document you just uploaded, click **'Browse'** to access your computer and upload the attachment and **"OK"**.



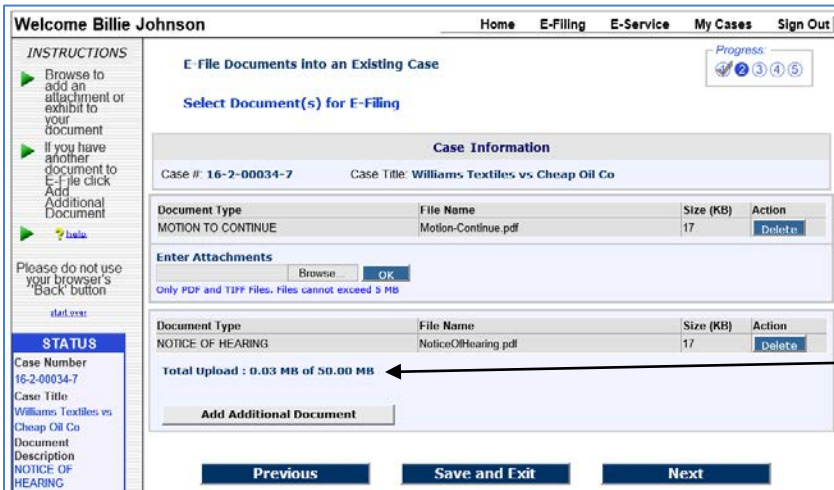
Add Additional Document

- To upload a second document to e-file, click **"Add Additional Document"**
- Choose a document type from the drop down menu and browse to upload the document file from your computer.

How to E-File Documents into an Existing Superior Court Case

Document Uploads

- If you have accidentally uploaded the incorrect document file, you may **'Delete'** the uploaded document and redo.
- The limit to the number of documents you may file in a single session is the 50 MB total upload size limit.



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E-File Documents into an Existing Case

Select Document(s) for E-Filing

Case Information

Case #: 16-2-00034-7 Case Title: Williams Textiles vs Cheap Oil Co

Document Type	File Name	Size (KB)	Action
MOTION TO CONTINUE	Motion-Continue.pdf	17	Delete
NOTICE OF HEARING	NoticeOfHearing.pdf	17	Delete

Enter Attachments

Only PDF and TIFF Files. Files cannot exceed 3 MB

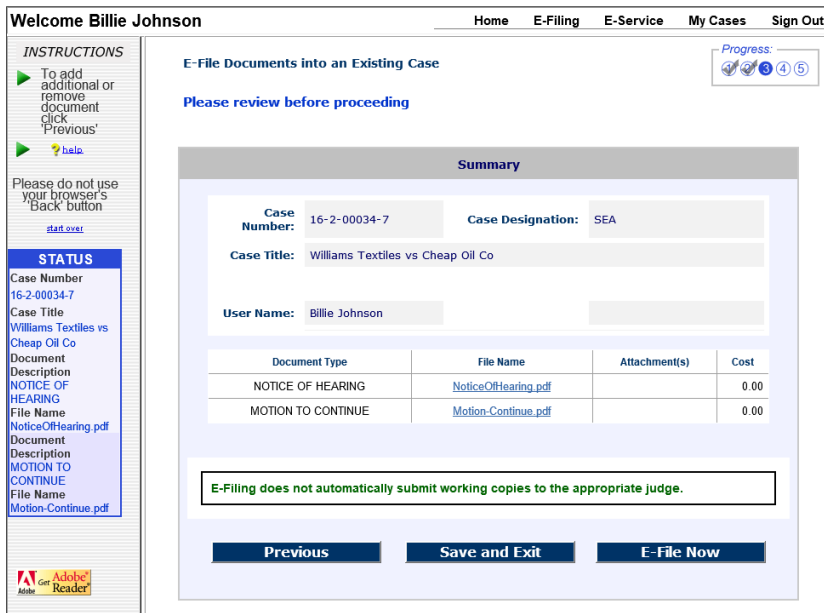
Total Upload : 0.03 MB of 50.00 MB

Add Additional Document

Previous Save and Exit Next

Submission Summary

- A **'Summary'** of your submission ready for filing is displayed for review and verification prior to filing (NOTE: Click each hyperlinked file name to verify the document).
- To modify the submission click **'Previous'** to return to a document upload page where additional files may be uploaded or existing uploaded files may be deleted.
- If you are ready to proceed and e-file, click **'E-File Now'**
- If you have selected to e-file document(s) with an associated fee, the amount will appear in the cost column and you will be taken directly to King County's **E-Commerce** website for payment via Internet Check or Credit Card.



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E-File Documents into an Existing Case

Please review before proceeding

Summary

Case Number: 16-2-00034-7 Case Designation: SEA

Case Title: Williams Textiles vs Cheap Oil Co

User Name: Billie Johnson

Document Type	File Name	Attachment(s)	Cost
NOTICE OF HEARING	NoticeOfHearing.pdf		0.00
MOTION TO CONTINUE	Motion-Continue.pdf		0.00

E-Filing does not automatically submit working copies to the appropriate judge.

Previous Save and Exit E-File Now

How to E-File Documents into an Existing Superior Court Case

Welcome Billie Johnson Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

Save or print this confirmation receipt for your file

help

Please do not use your browser's Back button

start over

STATUS

Case Number
16-2-00034-7

Case Title
Williams Textiles vs Cheap Oil Co

Document Description
NOTICE OF HEARING

File Name
NoticeOfHearing.pdf

Document Description
MOTION TO CONTINUE

File Name
Motion-Continue.pdf

Adobe Reader

E-File Documents into an Existing Case

Progress: [Progress indicator]

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

Click here to submit your Working Copies electronically

Click here to submit documents to Ex Parte via the Clerk

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

Case Number:	16-2-00034-7	Case Designation:	SEA
Case Title:	Williams Textiles vs Cheap Oil Co		
Filed By:	Billie Johnson	Submitted Date/Time:	6/9/2017 11:06:44 AM
		Received Date/Time:	6/9/2017 11:06:44 AM
User ID:	bbjohnson	WSBA #:	3645

Document Type	File Name	Attachment(s)	Cost
NOTICE OF HEARING	NoticeOfHearing.pdf		0.00
MOTION TO CONTINUE	Motion-Continue.pdf		0.00

Save Confirmation Receipt Printer Friendly Version Next (E-Serve document)

Confirmation Receipt

- The 'Confirmation Receipt' identifies the date and time that the clerk's office received your document(s).
- Save a copy of the confirmation receipt, click the 'Save Confirmation Receipt' or 'Printer Friendly Version'
- If e-service is required per [LGR 30](#), you must electronically serve your e-filed documents on parties who have registered by clicking on "Next (E-Serve document)"

- You can return to the Confirmation Receipt page for 30 days from the date of filing, from the case number link on the 'My Cases >Status' tab.
- If your submission requires working copies you may proceed directly to the electronic 'Working Copies' submittal processes via the button at the top of the page.
- You may proceed directly to the electronic 'Ex Parte via the Clerk' submittal processes via the button at the top of the page.