

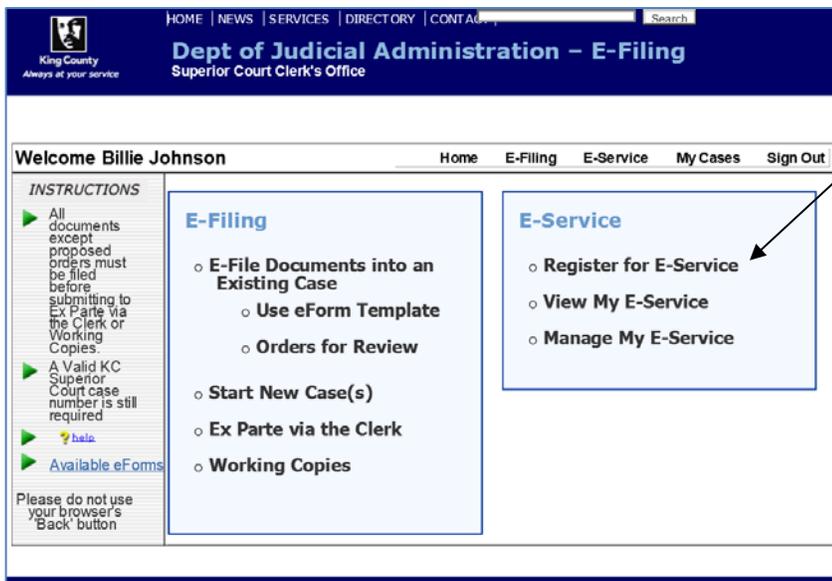
How to Register and Electronically Serve E-Filed and Uploaded Documents

Use of the Superior Court Clerk's eFiling application's e-Service component is mandatory for attorneys and for non-represented parties that e-file documents with the King County Clerk, per King County Superior Court [Local General Rule 30](#), with some exceptions.

- KCSC's LGR 30 mandates all attorneys to electronically file and serve opposing parties with all documents filed with the KCSC Clerk's Office, unless a waiver is granted.
- Documents e-filed with the KCSC Clerk's Office are **not automatically** provided to the court or electronically served on other case participants (unlike the federal application).
- Parties must pre-register to receive e-served documents on a case-by-case basis.
- The Clerk's Office does not monitor the usage of eService and the application does not verify that an individual registering to receive e-service is a party on the case.
- The eService component of the eFiling Application can be used anytime – it is not restricted by the Clerk's Office business hours.
- Continue below to learn how to [Register to Receive Electronic Service](#), [View My eService](#), [Manage My eService](#), and [Electronically Serve Documents](#).

Register to Receive Electronic Service

'Register for E-Service' is the required set-up process that enables you to receive e-served documents through the Clerk's eFiling Application.

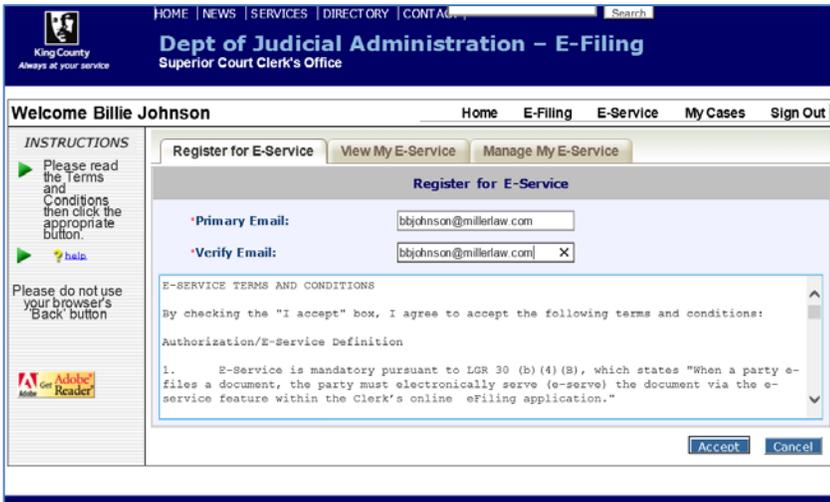


E-Service Registration

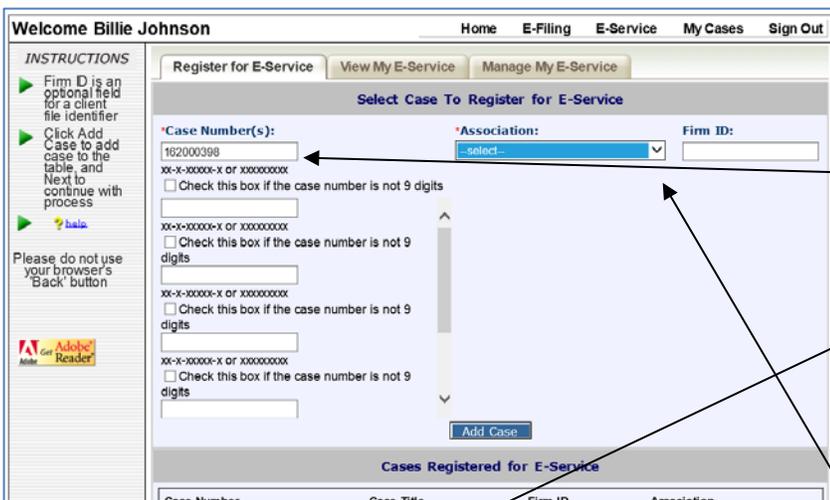
- From the **Home** page, choose **Register for E-Service**.

How to Register and Electronically Serve E-Filed and Uploaded Documents

e-Service Terms and Conditions

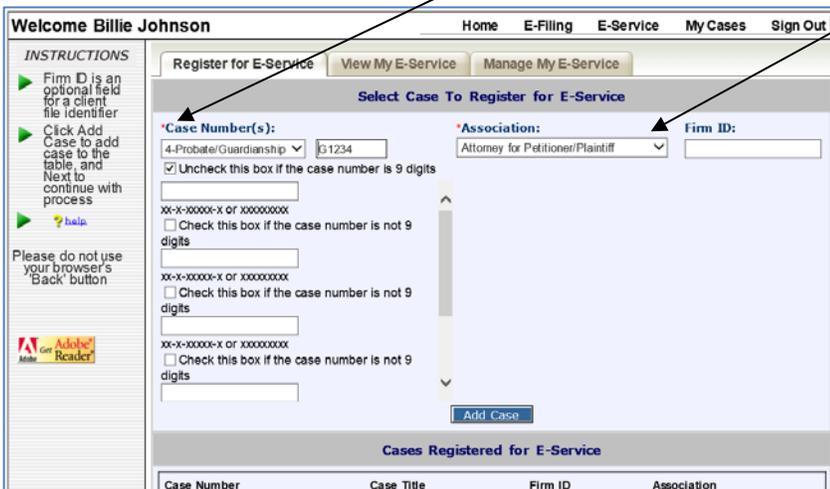


- Enter your **Primary E-Mail** address and **Verify E-Mail** to ensure accuracy of address entered (NOTE: the name on the user account will be displayed as the party registered to receive electronic service. See **Welcome Billie Johnson** in the upper left corner for the account name.)
- Carefully read the **E-Service Terms and Conditions** prior to clicking **Accept** to continue.

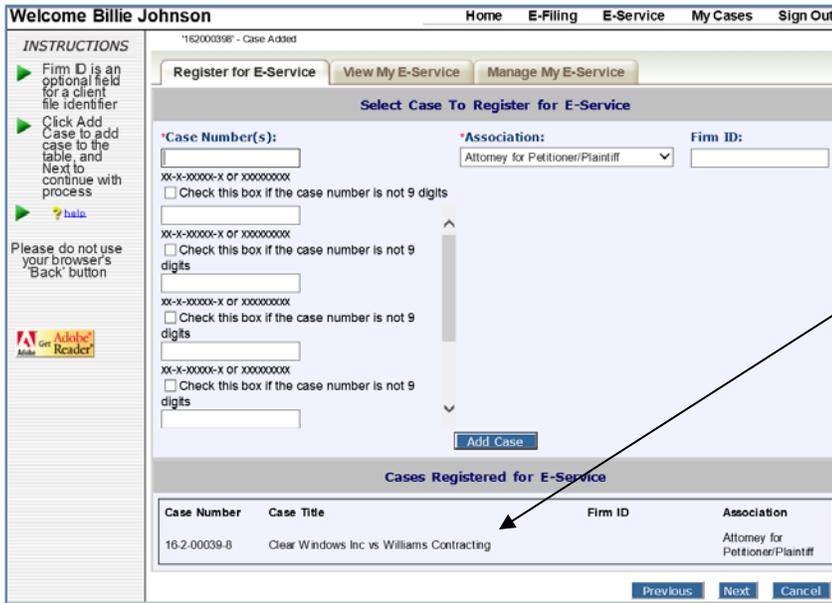


Enter Case Number

- Enter one or more 9 digit KCSC case numbers to receive e-service;
Or, check the box if the case number is not 9 digits, select the case type from the list provided, and enter the case number after the dash (e.g., 4-G1234: enter only G1234).
- Choose an **Association** from the drop-down list (i.e., the description of your role in the case).
- The **Firm ID** field is optional; enter your client's file identifier or your case management system code.
- Click **Add Case**.



How to Register and Electronically Serve E-Filed and Uploaded Documents



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

Select Case To Register for E-Service

*Case Number(s):
 xx-x-xxxx-x or xxxxxxxxxx
 Check this box if the case number is not 9 digits

*Association: Attorney for Petitioner/Plaintiff

Firm ID:

Add Case

Cases Registered for E-Service

Case Number	Case Title	Firm ID	Association
16-2-00039-8	Clear Windows Inc vs Williams Contracting		Attorney for Petitioner/Plaintiff

Previous | Next | Cancel

Register on additional case(s)

- Enter additional case numbers and click **Add Case**.
- The case number(s) and title(s) will appear in the lower box.
- Click **Next** to continue.



Add Courtesy Copy Recipient(s)

Case Number	Case Title	Courtesy Copy Recipient(s)
16-2-00039-8	Clear Windows Inc vs Williams Contracting	Description: Email

Add Courtesy Copy Recipient

Previous | Finish | Cancel

Add Courtesy Copy Recipient(s)

- **NOTE:** To add courtesy copy recipients to multiple cases, skip this step and complete the e-service registration process for all cases and then go to the **Manage My E-Service > Edit My Courtesy Copy Recipients** tab (see page 8 below).



Add Courtesy Copy Recipient

Description: Paralegal

Email: Helen@millerlaw.com | Confirm Email: Helen@millerlaw.com

Add Courtesy Copy Recipient | Cancel

Add Courtesy Copy Recipient(s)

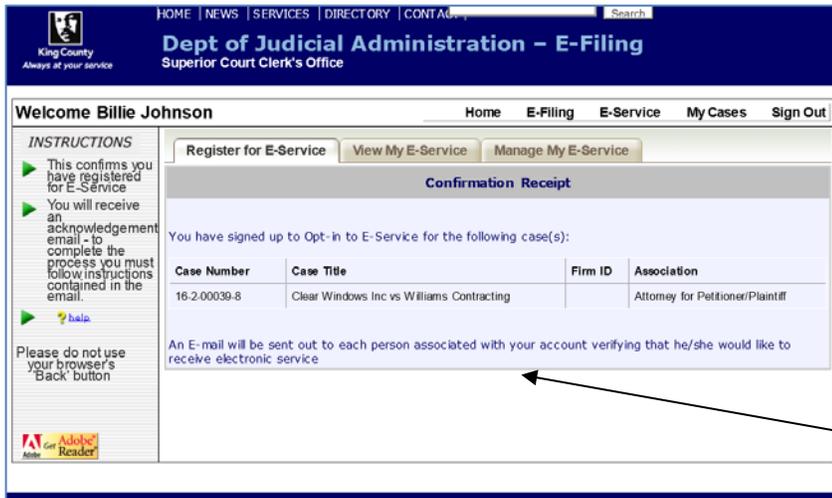
Case Number	Case Title	Courtesy Copy Recipient(s)									
16-2-00039-8	Clear Windows Inc vs Williams Contracting	<table border="1"> <thead> <tr> <th>Description</th> <th>Email</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Paralegal</td> <td>hsmith@millerlaw.com</td> <td>Delete</td> </tr> <tr> <td>Firm service</td> <td>service@millerlaw.com</td> <td>Delete</td> </tr> </tbody> </table>	Description	Email	Delete	Paralegal	hsmith@millerlaw.com	Delete	Firm service	service@millerlaw.com	Delete
Description	Email	Delete									
Paralegal	hsmith@millerlaw.com	Delete									
Firm service	service@millerlaw.com	Delete									

Add Courtesy Copy Recipient

Previous | Finish | Cancel

- Enter a **Description** of your first courtesy copy recipient (a person or location to also receive service via a 'blind copy' for any service e-mails received on the identified case).
- Enter the e-mail address and repeat to confirm the address is correct.
- Click **Add Courtesy Copy Recipient**.
- Repeat process to enter up to four additional courtesy copy recipients or click **Finish** to continue.

How to Register and Electronically Serve E-Filed and Uploaded Documents



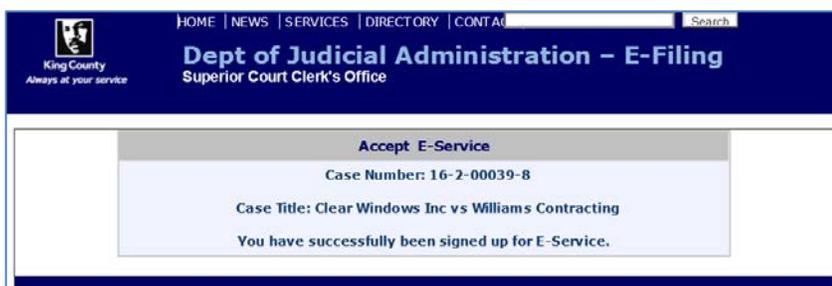
eService Confirmation Receipt

- Review the eService Confirmation Receipt information for accuracy. If a case is incorrect you may easily withdraw from service through the **Manage My E-Service>Edit My E-Service** tab.
- NOTE:** The e-service registration process **is not complete until confirmation action is taken** via the e-mail message automatically received.



eService Registration Confirmation

- To complete the e-Service registration process, click the **accept and activate E-Service** link provided in the e-mail automatically sent to the address(es) provided, including courtesy copy recipients.
- If the case number and title are incorrect or an error was made in the registration process, click the second link.



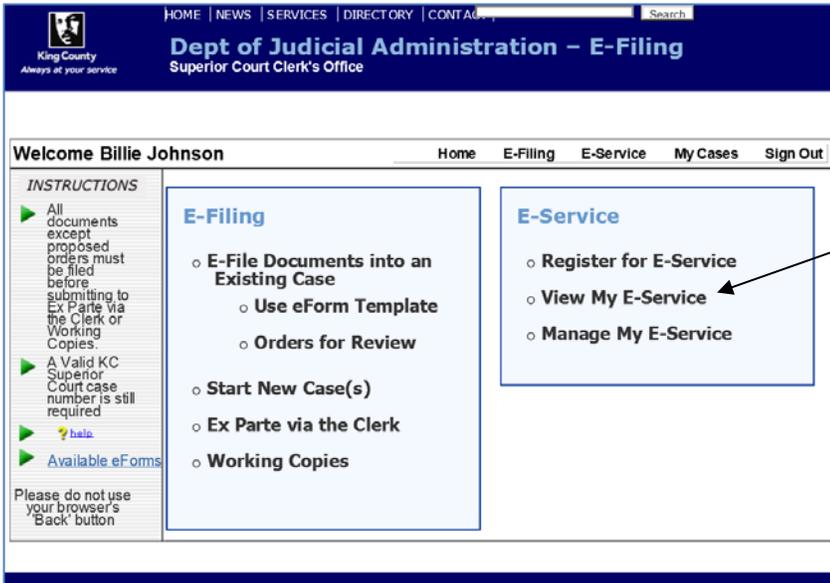
eService Registration Confirmation

- Upon clicking the accept and activate E-Service link, you will be notified that you have successfully signed up for e-Service.
- The first and last name identified on your user account information will now display as agreeing to accept e-Service for the case listed.

How to Register and Electronically Serve E-Filed and Uploaded Documents

View My E-Service

View My E-Service is the process allows you to view the names and association of others that have registered for e-service of documents on a particular case and to view all of your registered e-service cases.



Learn Who has Registered

- From the **Home** page choose **View My E-Service**.



View E-Service Recipients

- To view names of those who have fully registered to receive e-service on a particular case, enter the case number and click **Search**.

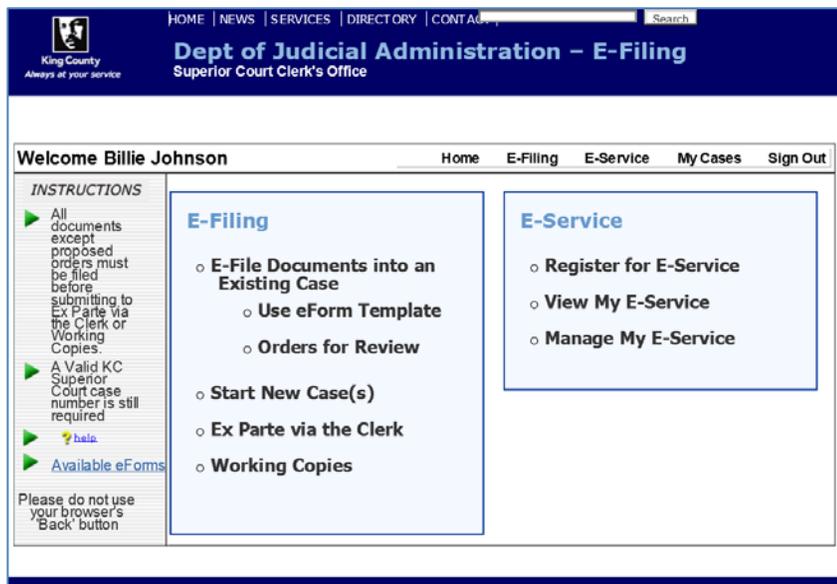
My E-Service Case(s)

- The **My E-Service Case(s)** table displays your e-service registration status and courtesy copy recipients information.
- If you completed the registration process by clicking the accept link in the e-mail sent, the **Status** column will display **Accepted E-Service**. If you have not yet clicked the e-mail link the status will display **Not Accepted E-Service** and others will not be able to e-serve you.

How to Register and Electronically Serve E-Filed and Uploaded Documents

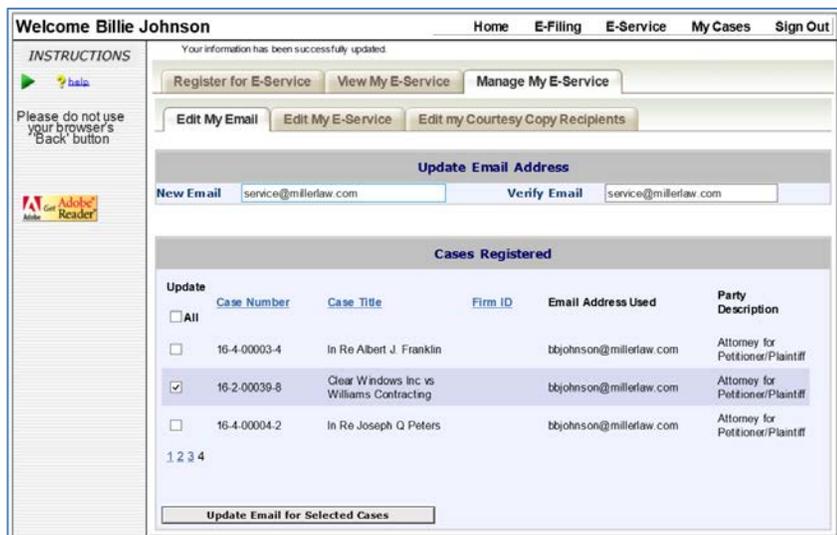
Manage My E-Service

Manage My E-Service is the process that allows you to modify your E-Service information and to withdraw from e-service registration on a case(s).



Choose E-Service Process

- From the **Home** page click **Manage My E-Service**.
- Three sub-tabs will appear: **Edit My E-Mail**, **Edit My E-Service** and **Edit My Courtesy Copy Recipients**.



Edit My E-Mail

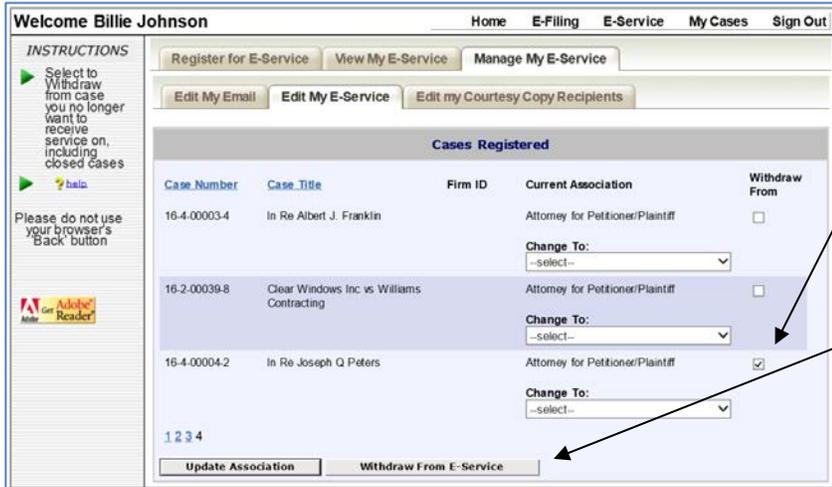
- **Edit My E-Mail** allows you to change your primary E-Service e-mail address for one or more of your registered cases (this address appears on the Confirmation of E-Service document created upon e-service).
- Enter the new e-mail address and verify the address for accuracy.
- Select all, one, or multiple cases to change the primary e-mail address.
- Click **Update E-Mail for Selected Cases**.

How to Register and Electronically Serve E-Filed and Uploaded Documents



Association Update/Correction

- To modify a previously entered association, click the down arrow in the **Change Association** filed next to the incorrect entry and choose the correct option.
- Click **Update Association** to confirm the new association selected.



Withdraw From E-Service

- To withdraw from registration on a case, select the check box for one or multiple cases displayed.
- Click **Opt-Out of Selected** to complete the process.
- Upon completing the **Withdraw from E-Service** process, the case(s) will no longer appear on your E-Service Cases Registered table.



- You will receive an auto-generated e-mail upon completing the Withdraw from E-Service for a case. This e-mail will also be sent to all others that are registered for e-service on the case.

How to Register and Electronically Serve E-Filed and Uploaded Documents

Edit My Courtesy Copy Recipients

- To view courtesy copy recipients' information for all, click **Show All**, otherwise click the link for a specific case.



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

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

Edit My Email Edit My E-Service Edit my Courtesy Copy Recipients

Cases And Courtesy Copy Recipients

Case Number	Case Title	Courtesy Copy Recipient(s)	Show All
16-4-00003-4	In Re Albert J. Franklin	Show Courtesy Copy Recipients	
16-2-00039-8	Clear Windows Inc vs Williams Contracting	Show Courtesy Copy Recipients	

1 2 3 4

Edit My Courtesy Copy Recipients

- From this sub-tab you may **add**, **edit**, and **delete** your courtesy copy recipients on a single case or on multiple cases.
- To add a new courtesy copy recipient, click **Add New** and complete the information required.



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

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

Edit My Email Edit My E-Service Edit my Courtesy Copy Recipients

Cases And Courtesy Copy Recipients

Case Number	Case Title	Courtesy Copy Recipient(s)	Hide All
16-4-00003-4	In Re Albert J. Franklin	Description Email Action Add New Hide	
16-2-00039-8	Clear Windows Inc vs Williams Contracting	Description Email Action Paralegal hsmith@millerlaw.com Edit Delete Firm service service@millerlaw.com Edit Delete Add New Hide	

1 2 3 4

- You are provided with the option to add the new courtesy copy recipient to the selected case **or to all your cases** – click the desired button.
- The new courtesy copy recipient will be displayed and will receive an auto-generated e-mail verifying agreement to receive E-Service. **The set-up process will not be complete until the link in the e-mail sent is clicked.**
- To modify your courtesy copy recipient information click **Edit** by the recipient needing updating and enter new information in the fields provided.



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

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

Edit My Email Edit My E-Service Edit my Courtesy Copy Recipients

Add New Courtesy Copy Recipient

Case Number: 16-4-00003-4
Case Title: In Re Albert J. Franklin

New Email: janet@millerlaw.com Verify Email: janet@millerlaw.com Description: Paralegal

Apply to this case only Apply to All My Cases Cancel

Cases And Courtesy Copy Recipients

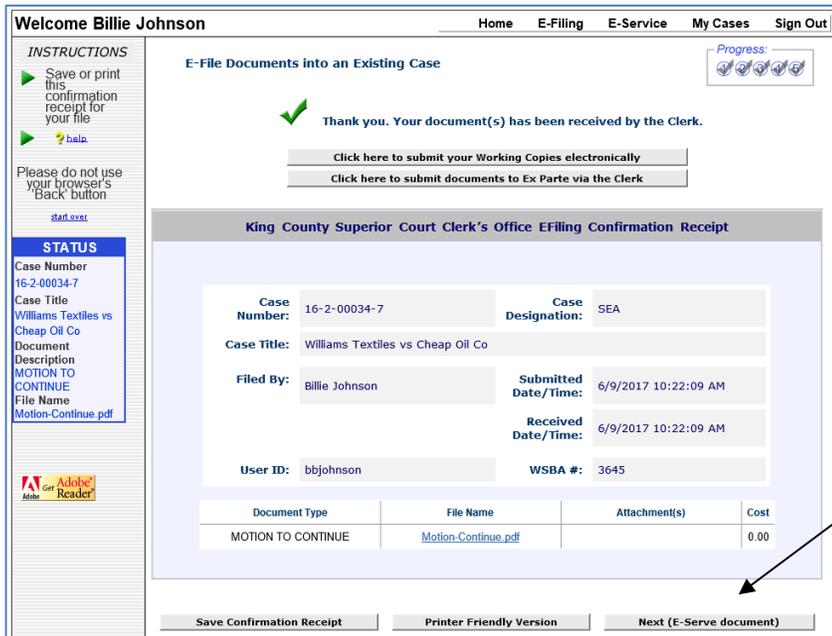
Case Number	Case Title	Courtesy Copy Recipient(s)	Hide All
16-4-00003-4	In Re Albert J. Franklin	Description Email Action Add New Hide	
16-2-00039-8	Clear Windows Inc vs Williams Contracting	Description Email Action Paralegal hsmith@millerlaw.com Edit Delete Firm service service@millerlaw.com Edit Delete Add New Hide	

1 2 3 4

How to Register and Electronically Serve E-Filed and Uploaded Documents

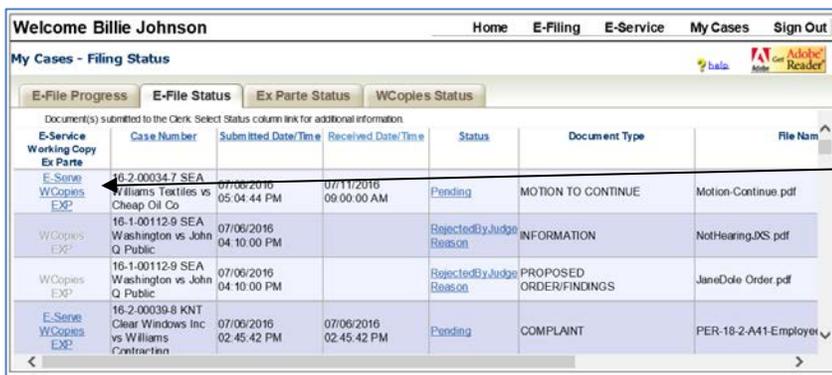
Electronically Serve Document(s)

E-Service of Documents is the Clerk’s eFiling application process that facilitates the electronic service of documents to selected parties that pre-registered to receive e-served documents. You may upload additional documents to be served with selected e-filed documents. **Please note: documents uploaded through the eService component are not also e-filed.**



E-Serving E-Filed Document(s)

- Document(s) e-filed into an existing case may be e-served from the **Confirmation Receipt** page by selecting the **Click “Next” to E-Serve the document(s)**.



- Or, by clicking the **E-Serve** link from the **My Cases > E-File Status** tab.

How to Register and Electronically Serve E-Filed and Uploaded Documents



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

INSTRUCTIONS

- Click Upload to also e-serve a previously filed case document
- Select the document(s) to E-Serve
- Select the case opted in name(s) to receive the E-Service
- haha.

Please do not use your browser's Back button

Adobe Reader

E-Serve Documents

Documents To E-Serve

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

Select Documents To E-Serve

E-Filed Document

MOTION TO CONTINUE

Select Parties To E-Serve

Select	Name	Association To Case
<input checked="" type="checkbox"/>	Billie Johnson	Attorney for Respondent/Defendant
<input checked="" type="checkbox"/>	Penny Miller	Attorney for Petitioner/Plaintiff

Upload Additional Documents to E-Serve E-Serve Selected Documents

E-Serving Your Document(s)

- To add other documents to include in your service packet, click **Upload Additional Documents to E-Serve**. The additional documents will not be e-filed, they are uploaded for service only.
- Or, continue without uploading additional documents and check the e-filed Document(s) and Parties you wish to electronically serve. Click **E-Serve Selected Documents**.



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

INSTRUCTIONS

- Documents uploaded here are for E-Service purposes only
- Enter a brief description of the document to be E-Served
- Browse to find and upload the previously filed case document
- haha.

Please do not use your browser's Back button

Adobe Reader

E-Serve Documents

Document File

Document Description: Williams Order dated May 24, 2016
Document File Name: mo Files\Order05-2016.pdf Browse OK Cancel
Only PDF and TIFF Files. Files cannot exceed 5 MB

To Serve Other Documents

- Fill in the **Document Description**. This information will display on the e-Service e-mail and Certificate of Service document created.
- Click **Browse** to search for the document file you would like to include in your service. Click **OK** to upload the file.



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

INSTRUCTIONS

- Click Upload to also e-serve a previously filed case document
- Select the document(s) to E-Serve
- Select the case opted in name(s) to receive the E-Service
- haha.

Please do not use your browser's Back button

Adobe Reader

E-Serve Documents

Documents To E-Serve

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

Select Documents To E-Serve

E-Filed Document

MOTION TO CONTINUE

Uploaded Document

Williams_Order_dated_May_24_2016 Delete

Select Parties To E-Serve

Select	Name	Association To Case
<input checked="" type="checkbox"/>	Billie Johnson	Attorney for Respondent/Defendant
<input checked="" type="checkbox"/>	Penny Miller	Attorney for Petitioner/Plaintiff

Upload Additional Documents to E-Serve E-Serve Selected Documents

Documents to E-Service

- Click on the linked description of the added document to verify the correct document uploaded.
- Check the e-filed Document(s) and Parties you wish to electronically serve and click **E-Serve Selected Documents**.
- The screen will refresh and an **E-Service Confirmation** page will display.



How to Register and Electronically Serve E-Filed and Uploaded Documents

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

INSTRUCTIONS

- Save or print this confirmation receipt for your file
- To e-file proof of service, click on E-File Certificate
- help

Please do not use your browser's Back button

E-Serve Documents

E-Service Confirmation

Case Number: 16-2-00034-7
Case Title: Williams Textiles vs Cheap Oil Co
E-Service Date: 7/8/2016 5:19:27 PM
E-Served By: Billie Johnson

Documents Selected To E-Serve

E-Filed Document(s)	Filed Date
MOTION TO CONTINUE	7/11/2016 9:00:00 AM

Additional Document(s)

Williams Order dated May 24, 2016 Document uploaded to E-Service

Parties E-Served

Name	Association To Case
Billie Johnson	Attorney for Respondent/Defendant
Penny Miller	Attorney for Petitioner/Plaintiff

Confirmation of E-Service E-File Certificate of E-Service

- Click **Confirmation of E-Service** to print or save an application generated **Certificate of E-Service** document.
- Click **E-File Certificate of E-Service** to proceed and e-file the document into the case.
- **NOTE:** Once you leave the **E-Service Confirmation** screen you cannot re-access the 'Certificate of Electronic Service' pdf document unless you have save it to your computer or you select to e-file the document.

SUPERIOR COURT OF THE STATE OF WASHINGTON IN AND FOR THE COUNTY OF KING

Williams Textiles

vs.

Cheap Oil Co

Case No.: 16-2-00034-7 SEA

CERTIFICATE OF E-SERVICE

(AFSR)

I, Billie Johnson, certify that I initiated electronic service of the following document(s) on the parties listed below who have consented to accept electronic service via the King County eFiling Application. Service was initiated on July 08, 2016 at 05:28:13 PM.

Document(s):

1. MOTION TO CONTINUE
2. Williams Order dated May 24, 2016

Parties:

1. Billie Johnson, Attorney for Respondent/Defendant
email: bbjohnson@millerlaw.com
2. Penny Miller, Attorney for Petitioner/Plaintiff
email: MillerP@HLT.com

Executed this 8th day of July, 2016.

s/ Billie Johnson
WSBA #: 3645
516 4th
Seattle, WA 98104
206 296-9300
beth.taylor@kingcounty.gov

How to Register and Electronically Serve E-Filed and Uploaded Documents

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

INSTRUCTIONS
 To add additional or remove document click 'Previous'
 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: AFFIDAVIT/DECLARATION OF SERVICE
 File Name: Certificate.pdf

E-File Documents into an Existing Case Progress: 1 2 3 4 5

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
AFFIDAVIT/DECLARATION OF SERVICE	Certificate.pdf		0.00

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

[Previous](#) [Save and Exit](#) [E-File Now](#)

- Click **E-File Now** and follow the steps to file the confirmation of e-service.

From: EService.NoReply@kingcounty.gov
 Notice of E-Service 16-2-00034-7

To: Taylor, Beth

We removed extra line breaks from this message.

The document(s) listed below are being electronically served according to your agreement. Case: 16-2-00034-7, Title: Williams Textiles vs Cheap Oil Co. You may view the documents within 15 calendar days after the date of this email, by clicking on the links below. After that time, the e-filed document(s) can be viewed in person at the cler's office or may be available for a fee via "ECR Online." We recommend that you download and save a copy of each document during your first viewing.

E-Filed Document(s):
 Description: MOTION TO CONTINUE
 Lead Document:
<http://dja-tst-efsp/EFiling/EService/ViewDocument.aspx?erc=9wAAvEJC=>
 Attachment:
<http://dja-tst-efsp/EFiling/EService/ViewDocument.aspx?2IDUAsztasg=>

Document(s) included for the purpose of electronic service:
 Description: Williams Order dated May 24, 2016 <http://dja-tst-efsp/EFiling/EService/ViewDocument.aspx?ap=VslVafRIbAg=>

Parties:
 Billie Johnson, Attorney for Respondent/Defendant Penny Miller, Attorney for Petitioner/Plaintiff

Served by:
 Billie Johnson

If you are unable to connect directly to the E-served document by selecting the hyperlink above, please copy and paste the entire URL into your web browser's address bar.

Thank you,
 King County Superior Court Clerk's Office

E-Served Documents

- E-Service recipients will receive the documents served on them via an e-mail with a link to the served document in a pdf format.
- The document link(s) will be active for 15 days following service.
- Recipients click the link(s) to view and save the served .pdf documents.