

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 <u>Register to Receive Electronic Service</u>, <u>View My eService</u>, <u>Manage</u> <u>My eService</u>, and <u>Electronically Serve Documents</u>.

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.

King County Always at your service	HOME NEWS SERVICES DIRECTORY CONTAG Dept of Judicial Administ Superior Court Clerk's Office	ration	– E-Fili	ng		•	<u>E-Se</u> Fron
Welcome Billie Jo	bhnson Home	E-Filing	E-Service	My Cases	Sign Out		Regi
All documents except projects must be filed before submitting to EX Parte Via the Clerk or Working Copiec lerk or Working Copiec lerk or Vorking Copiec sis A Vaild KC Super is still required Available eForms Please do not use your browser's Back' button	E-Filing • E-File Documents into an Existing Case • Use eForm Template • Orders for Review • Start New Case(s) • Ex Parte via the Clerk • Working Copies	E-Se o Re o Vie o Ma	rvice gister for I ew My E-Se mage My E	E-Service ervice E-Service			

E-Service Registration

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



Welcome Billie	Johnson Home E-Filing E-Service My Cases Sign
INSTRUCTIONS	Register for E-Service View My E-Service Manage My E-Service
 Please read the Terms and 	Register for E-Service
Conditions then click the appropriate	*Primary Email: bbjohnson@millerlaw.com
> ?help	*Verify Email: bbjohnson@millerlaw.com X
'lease do not use your browser's ''Back' button	E-SERVICE TERMS AND CONDITIONS By checking the "I accept" box, I agree to accept the following terms and conditions:
	Authorization/E-Service Definition
Get Adobe" Reader"	 E-Service is mandatory pursuant to LGR 30 (b) (4) (8), 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 eFiling application."

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.



Case Title

Firm ID

Association

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.

Case Number





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.



King County Always at your service	HOME NEWS Dept o Superior Co	SERVICES DIRECTORY CO f Judicial Admin urt Clerk's Office	istration -	E-Filing		
Welcome Billie	Johnson		Home E-	Filing E-Servi	ce My Cases	Sign Out
INSTRUCTIONS	Register f	or E-Service View My E-Se	rvice Manage M	ly E-Service		
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			Add Co	urtesy Copy Recip	ient	
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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).
- 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.



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

Dept of Judicial Administration – E-Filing

HOME NEWS SERVICES DIRECTORY CONTAG

Welcome Billie Jo	hnson	F	ome E-Fil	ing E-S	ervice	My Cases	Sign Out
INSTRUCTIONS	Register for E-S	Service View My E-Service	Manage N	ly E-Servic	9		
have registered for E-Service		Confirm	nation Rece	ipt			
 You will receive an acknowledgement email - to complete the 	You have signed up	to Opt-in to E-Service for the f	llowing case(s):			
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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.



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.

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King County Always at your service	Dept of Judicial Administ Superior Court Clerk's Office	ration – E-Filing	
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vveicome Bille <i>INSTRUCTIONS</i> All documents except proposed orders must before bef	E-Filing • E-File Documents into an Existing Case • Use eForm Template • Orders for Review • Start New Case(s) • Ex Parte via the Clerk • Working Copies	E-Fining E-Service My Cases Sign Out	 From the Home page choose View My E-Service.

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16-4-00004-2	In Re Joseph Q Peters	Not Accepted E-Service	K		
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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.



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.

Welcome Billie	Johnson				Home	E-Filing	E-Service	My Cases	Sign Out
INSTRUCTIONS	Your in	formation has bee	n successfully updated.	5					
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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 eservice).
- 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.



Welcome Billie J	ohnson		Home	E-Filing	E-Service	My Cases	Sign Out
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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 eservice on the case.



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Edit My Courtesy Copy Recipients

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

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.
- 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.



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.**

Welcome Billie J	ohnson	Home E-Filing E-Service My Cases Sign	Out
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 Or, by clicking the E-Serve link from the My Cases > E-File Status tab.



Welcome Billie .	Johnson			Home	E-Filing	E-Service	My Cases	Sign O
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Reader"			Penny Miller	Attorney for Petitio	ner/Plaintiff			
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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.

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.

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.



Welcome Billie	Johnson			Home	E-Filing	E-Service	My Cases	Sign C
INSTRUCTIONS	E-Serve Doc	uments						
 Save or print this confirmation receipt for 			E-S	Service Confirm	ation			
your file			Case Number:	16-2-00034-7				
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on E-File Certificate		E-Service Date: 7		7/8/2016 5:19:27 PM				
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	Wi	liams Order dated Ma	y 24, 2016		Document	uploaded to E-S	ervice	
		Parties E-Served						
		Name Association To Case						
		Billie Johnson Attorney for Respondent/Defendant						
	P	Penny Miller Attorney for Petitioner/Plaintiff						
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- Click Confirmation of E-Service to print or save an application generated Certificate of E-Service document.
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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. William's Order dated May 24, 2016

Parties

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

Executed this 8th day of July, 2016.

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



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E-Filed Doc	ument[s]:	
Description	: MOTION TO CONTINUE	
Lead Docun	nent:	
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Document(s	s) included for the purpose of electronic service;	
Description	: Williams Order dated May 24, 2016 http://dja-tst-efsp/EFiling/EService/ViewDocument.aspx?up=Vs1VaNLbAgE=	
Parties:		
Billie Johnso	on, Attorney for Respondent/Defendant Penny Miller, Attorney for Petitioner/Plaintiff	
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