



# How to Electronically Initiate a New Superior Court Case

Prior to e-filing a new King County Superior Court case, you will need to save your documents into a PDF or TIF format. For new cases, a Case Information Cover Sheet (CICS) and an Order Setting Case Schedule (if a managed case) will be automatically generated based on the information you enter and provided to you at the end of the filing process. Filing fees must be paid using the King County eCommerce application via a credit card or internet check. An eCommerce transaction fee of \$2.49 for credit cards or \$1.00 for internet checks will be included. For additional information, please see the "eFiling Application Tips" document on the Clerk's Electronic Filing & Service webpage under the "How Do I ..." tab: [www.kingcounty.gov/courts/clerk/documents/efiling](http://www.kingcounty.gov/courts/clerk/documents/efiling)



## Choose the E-Filing Process

- From the 'Home' page, choose 'Start New Case(s)'



## Choose Case Designation & Category

- Click the down arrow in the 'Case Designation' field and choose either 'KNT' for Kent or 'SEA' for a Seattle case assignment designation
- Click the down arrow in the 'Case Category' field and choose the main category of the case



# How to Electronically Initiate a New Superior Court Case

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

Welcome Billie Johnson

Start New Case(s)

Enter Case Information

Case Designation: SEA

Case Category: CONTRACT/COMMERCIAL

Case Sub-Category: --select--  
--select--  
BREACH OF CONTRACT (COM 2)  
COMMERCIAL CONTRACT (COM 2)  
COMMERCIAL NON-CONTRACT (COL 2)  
THIRD PARTY COLLECTION (COL 2)

Case Title:

Cancel Next

## Choose Case Sub-Category

- Click the down arrow in the 'Case Sub-Category' field and choose the appropriate sub-category. (NOTE: The sub-categories displayed will relate directly to the "main category" previously chosen)

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

Welcome Billie Johnson

Start New Case(s)

Enter Case Information

Case Designation: SEA

Case Category: CONTRACT/COMMERCIAL

Case Sub-Category: COMMERCIAL CONTRACT (COM 2)

Case Title: Phillips Johns, et al  
vs  
Smith Consulting, Inc

Cancel Next

## Enter Case Title

- Enter an abbreviated 'Case Title' in the fields provided, only use the second field if the case involves adverse parties (NOTE: The clerk will record the official case title based on your complaint/petition)
- Click 'Next'

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

Welcome Billie Johnson

Start New Case(s)

Add Minimum Initiating Documents

Case # Unassigned Case Title: Phillips Johns, et al vs Smith Consulting, Inc

Document Type	File Name	Attachment(s)
COMPLAINT		Browse... Ok

Document Type File Name Size (KB) Action

Total Upload : 0.00 MB of 50.00 MB

Add Additional Document

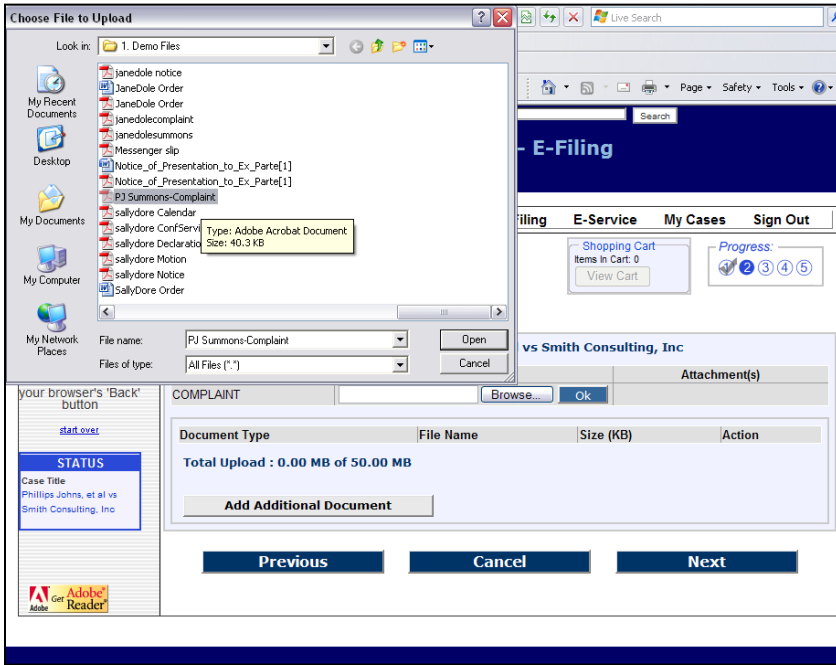
Previous Cancel Next

## Locate Required Case Initiating Documents

- Click 'Browse' to open a 'Choose File' window on your computer, which will enable you to upload your document(s)



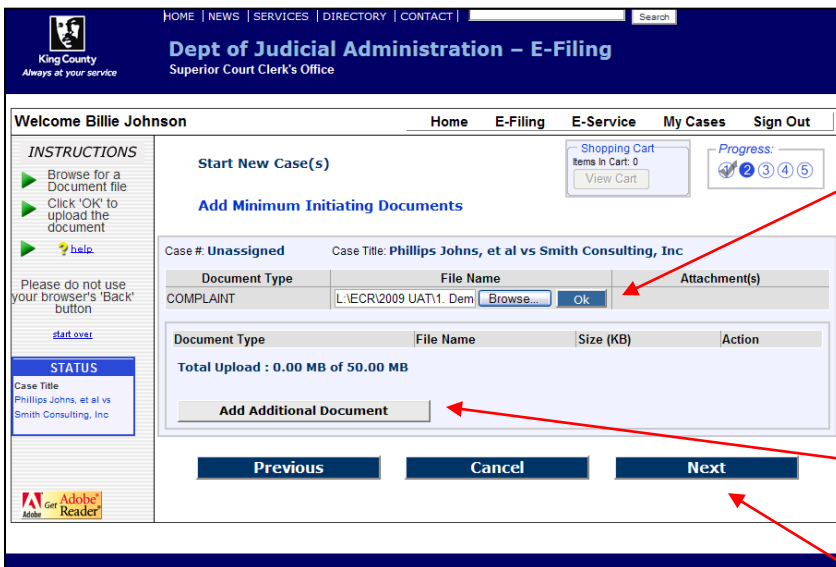
# How to Electronically Initiate a New Superior Court Case



## Choose Document

- Browse your computer or network drive to locate the document you wish to file (NOTE: For file format conversion instructions, please see the E-Filing Application Tips document)
- After choosing a document, click 'Open'

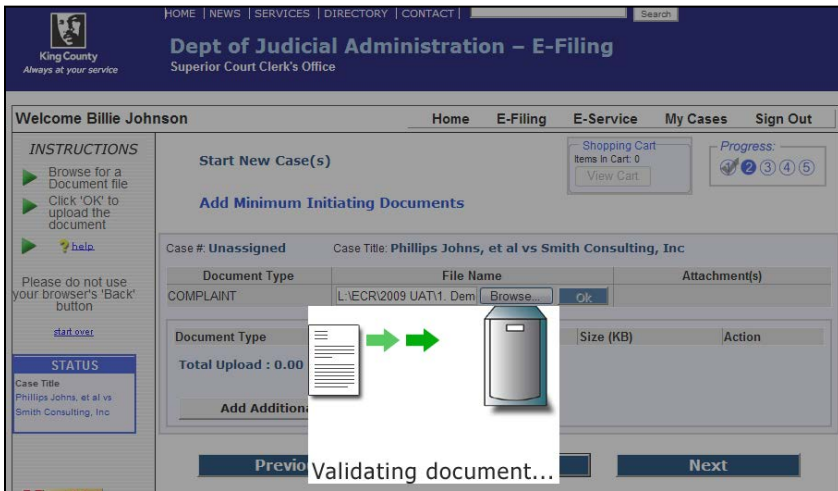
## Upload Document



- The chosen document file name and location will display in the 'Document File Name:' field
- If you have an attachment(s) for this document click 'OK' and complete the locate and choose document upload process noted above (NOTE: For additional information about attachments, please see the 'E-Filing Application Tips' document)
- If you have an additional document(s) to file in this case click 'Add Additional Document'
- If you do not have attachments or additional documents to file, click 'Next'



# How to Electronically Initiate a New Superior Court Case



## Document Validation

- The application validates the file(s) you selected to upload to verify it meets the E-Filing application requirements (NOTE: For additional information, please see the 'E-Filing Application Tips' document)



## Add Additional Document

- To e-file additional documents into the case, click the "add Additional Document" button



- Click the down arrow to display a list of descriptive document names referred to as the 'Document Type'



# How to Electronically Initiate a New Superior Court Case

HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

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

**INSTRUCTIONS**

- Browse for a Document file
- Click 'OK' to upload the document
- help

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

start over

**STATUS**

Case Title  
Phillips Johns, et al vs Smith Consulting, Inc  
Document Description  
COMPLAINT  
File Name  
PJ Summons-Complaint.pdf

**Start New Case(s)**

Select Document

Shopping Cart  
Items in Cart: 0  
View Cart

Progress: 1 2 3 4

**Case Information**

Case #: Unassigned Case Title: Phillips Johns, et al vs Smith Consulting, Inc

**Document Type**

AFFIDAVIT/DECLARATION OF SERVICE  
--select one--  
AFFIDAVIT  
AFFIDAVIT OF MAILING  
AFFIDAVIT OF PUBLICATION  
AFFIDAVIT/DECLARATION OF SERVICE  
AMENDED COMPLAINT  
AMENDED PETITION  
AMENDED SUMMONS  
ANSWER  
ANSWER AND COUNTER CLAIM (\$230.00)  
ANSWER AND CROSS CLAIM (\$230.00)  
ANSWER AND THIRD PARTY CLAIM (\$230.00)  
BRIEF  
CONFIRMATION OF JOINDER  
CONFIRMATION OF SERVICE  
CORRESPONDENCE  
COUNTER/CROSS CLAIM (\$230.00)  
DECLARATION  
DECLARATION OF MAILING  
DEFENDANT'S LIST OF WITNESSES  
DEFENDANT'S PROPOSED INSTRUCTIONS

Document Type  
COMPLAINT  
Total Upload : 0.04 MB

Size (KB) Action  
40

Previous Next

## Add Additional Document - Continued

- Using the scroll bar to view the complete list, choose the document type from the drop down menu 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.)
- Some document types will generate optional text fields (i.e., 'Whom' and 'Re') to help you further identify the particular document

HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

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**

- Browse to add an attachment or exhibit to your document
- If you have another document to E-File click Add Additional Document
- help

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

start over

**STATUS**

Case Title  
Phillips Johns, et al vs Smith Consulting, Inc  
Document Description  
COMPLAINT  
File Name  
PJ Summons-Complaint.pdf  
Document Description  
AFFIDAVIT/DECLARATION OF SERVICE  
File Name  
PJ AF Service 5-1-11.pdf

**Start New Case(s)**

Select Document

Shopping Cart  
Items in Cart: 0  
View Cart

Progress: 1 2 3 4 5

**Case Information**

Case #: Unassigned Case Title: Phillips Johns, et al vs Smith Consulting, Inc

Document Type	File Name	Size (KB)	Action
AFFIDAVIT/DECLARATION OF SERVICE	PJ AF Service 5-1-11.pdf	40	Delete

**Enter Attachments**

Browse... OK

Only PDF and TIFF Files. Files cannot exceed 5 MB

Document Type	File Name	Size (KB)	Action
COMPLAINT	PJ Summons-Complaint.pdf	40	

Total Upload : 0.08 MB of 50.00 MB

Add Additional Document

Previous Cancel Next

- Continue with the locate and choose document upload process noted above
- If you have accidentally uploaded the incorrect document, you may 'Delete' the uploaded document and start the process over again
- The only limit to the number of documents you may file in a single session is the 50 MB total upload size limit



# How to Electronically Initiate a New Superior Court Case

**Summary**

Case Category: CONTRACT/COMMERCIAL Case Sub-Category: COMMERCIAL CONTRACT (COM 2)  
 Case Number: Case Designation: SEA  
 Case Title: Phillips Johns, et al vs Smith Consulting, Inc  
 User Name: Billie Johnson Total Cost (Includes Filing Fee): \$240.00

Document Type	File Name	Attachment(s)	Cost
COMPLAINT	PJ-summons-complaint.pdf		
AFFIDAVIT/DECLARATION OF SERVICE	PJ-aff-SVC.pdf		0.00

Buttons: Previous, Cancel, Proceed to E-File, Add to Cart & Start a New Case

## Submission Summary

- A 'Summary' of the new case information and documents ready for filing is displayed for review and verification prior to filing (NOTE: Click a hyperlinked file name to view the document)
- To modify the submission, click 'Previous' to return to the document upload page where documents may be added or deleted
- If you would like to initiate another new case(s), click 'Add to Cart & Start New Case'
- If you are ready to e-file, click 'Proceed to E-File'

**Confirmation Receipt - Step 5**

**Checkout**

Case Number	Case Title	Filing Cost	Delete
	Phillips Johns, et al vs Smith Consulting, Inc	240.00	Remove

Total Filing Cost: 240.00 (not including Transaction Fee)

Buttons: Previous, Cancel, Pay and E-File Now, Start Another New Case

## Final Review

- If you are submitting multiple new cases, the 'Final Review' page allows you to verify all are ready for e-filing
- Click 'Remove' to take an item out of your shopping cart. You may return to the item later through the 'My Cases > In Progress' tab





# How to Electronically Initiate a New Superior Court Case

**King County Ecommerce**  
Credit Card Payment

Payment Method: **Payment Details >>** | Review | Confirmation | Cart | [Help/FAQ](#)

**Personal Information**

Payment Account Type	Personal
Contact First Name	Ronald
Contact Last Name	Andrews
Business Name	N/A
Day time phone	206-296-9300
Email	RAndrews@DPTLaw.com
Confirm Email	RAndrews@DPTLaw.com

**Address Information**

Address	516 Third Ave
Address 2	
City	Seattle
State/Province	WASHINGTON
Zip Code	98104

**Payment Account Information**

Accepted Cards	
Credit Card Number	
Verification Code	
Expiration Month	01
Expiration Year	2013

**Navigation**

Cancel Continue

**Cart** Total: \$242.49  
Item Count: 1  
Convenience Fee: \$2.49

## Payment E-Commerce

- You will be redirected to the King County 'E-Commerce' website to pay the required filing fee(s) via credit card or internet check
- A transaction fee of \$2.49 for credit cards or \$1.00 for internet checks will be added to the total amount paid
- A payment confirmation e-mail will be sent to the e-mail address entered once the e-commerce application has successfully processed your payment

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

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

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

**Register for E-Service**

Primary Email: billie.johnson123@gmail.com | Register for E-Service at a later time

Verify Email: billie.johnson123@gmail.com

**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

- After completing the e-commerce process to pay for the filing, you will be directly re-routed to register for e-service on the case. KCSC LGR 30 mandates e-Service. See: [www.kingcounty.gov/courts/clerk/rules/LGR\\_30](http://www.kingcounty.gov/courts/clerk/rules/LGR_30)
- A step-by-step guide on how to complete the e-Service Registration can be found online under the e-filing "How Do I ..." tab here: [www.kingcounty.gov/courts/clerk/documents/efiling](http://www.kingcounty.gov/courts/clerk/documents/efiling)



# How to Electronically Initiate a New 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.  
Please do not use your browser's 'Back' button.

**Start New Case(s)**  
Thank you. Your document(s) has been received by the Clerk.  
Your order setting case schedule is listed below. Please click on the hyperlink and print a copy for your records and for service.

**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
17-2-14892-0	Phillips Johns, et al vs Smith Consulting, Inc		Attorney for Respondent/Defendant

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 Efiling Confirmation Receipt**

Filed By: Billie Johnson Submitted Date/Time: 6/8/2017 3:57:38 PM  
User ID: bbjohnson WSBA #: 28123

17-2-14892-0 SEA Phillips Johns, et al vs Smith Consulting, Inc

Received Date: 6/8/2017 3:57:38 PM  
Case Category: CONTRACT/COMMERCIAL  
Case Sub-Category: COMMERCIAL CONTRACT (COM 2)  
Case Filing Fee: 240.00

Document Type	File Name	Attachment(s)	Document Fee
COMPLAINT	<a href="#">PJ-summons-complaint.pdf</a>		0.00
ORDER SETTING CASE SCHEDULE	<a href="#">schedule.pdf</a>		0.00
CASE INFORMATION COVER SHEET	<a href="#">cics.pdf</a>		0.00
AFFIDAVIT/DECLARATION OF SERVICE	<a href="#">PJ-aff-SVC.pdf</a>		0.00

Total Cost: (Includes Filing Fee) \$240.00

Save Confirmation Receipt  
Printer Friendly Version

## Confirmation Receipt

- Be sure to complete the e-Service registration process by responding to the automatic email requesting verification of the intent to register to accept e-service on this case.
- The 'Confirmation Receipt' identifies the case number assigned, the date and time that the clerk's office received your documents, as well as other pertinent case information
- A Case Information Cover Sheet (CICS) and an Order Setting Case Schedule (if case is a managed case) will be automatically generated. To view and save these documents click the hyperlinked file name.
- To save a copy of the confirmation receipt, click either the 'Save Confirmation Receipt' or 'Printer Friendly Version'

HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

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

My Cases - Filing Status

E-File Progress E-File Status Ex Parte Status WCopies Status

Document(s) submitted to the Clerk. Select Status column link for additional information.

E-Service Working Copy Ex Parte	Case Number	Submitted Date/Time	Received Date/Time	Status	Document Type	File N
<a href="#">WCopies EXP</a>	13-2-19214-4 Phillip Johns, et al vs Smith Consulting, Inc	08/05/2013 12:36:00 PM	08/05/2013 12:36:00 PM	<a href="#">Pending</a>	COMPLAINT	PJ Complaint-Summons.pdf
<a href="#">WCopies EXP</a>	13-2-19214-4 Phillip Johns, et al vs Smith Consulting, Inc	08/05/2013 12:36:00 PM	08/05/2013 12:36:00 PM	<a href="#">Pending</a>	AFFIDAVIT/DECLARATION OF SERVICE	PJ Case Service.pdf
<a href="#">WCopies EXP</a>	13-2-19214-4 Phillip Johns, et al vs Smith Consulting, Inc	08/05/2013 12:36:00 PM	08/05/2013 12:36:00 PM	<a href="#">Pending</a>	ORDER SETTING CASE SCHEDULE	schedule.pdf

## E-Filing Status

- After e-filing, a hyperlink back to the Confirmation Receipt, as well as to the documents listed therein, will be available for 30 days from the date of filing via the 'My Cases >Status' tab.
- The 'Pending' will change to 'Filed' when the clerk has completed processing of the document and it is viewable in ECR.
- A status of 'Rejected' means there is a problem with the filing. Clicking on the reason will state the issue.