

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



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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



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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)

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'



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)



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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'

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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'



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The Clerk's *e*Services Help Desk will answer questions and assist customers with the *e*Filing and ECR Online applications. Contact us by phone at **206-477-3000** or e-mail <u>eServices@kingcounty.gov</u>



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- 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

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- Continue with the locate and choose document upload process noted above
- If you have accidently 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



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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'

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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



King County Always at your service King Co	unty Ecommerce Payment	
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Personal Information		Cart Total: \$242.49
Payment Account Type	Personal 💌	Item Count: 1
Contact First Name	Ronald	Convenience Fee: \$2.49
Contact Last Name	Andrews	
Business Name	NA	
Day time phone	206-296-9300	
Email	RAndrews@DPTLaw.com	
Confirm Email	RAndrews@DPTLaw.com	
Address Information		
Address	516 Third Ave	
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City	Seattle	
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Zip Code	98104	
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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

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- 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/r ules/LGR 30
- A step-by-step guide on how to complete the e-Service Registration can be found online under the efiling "How Do I ..." tab here: www.kingcounty.gov/courts/clerk/d ocuments/efiling



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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
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 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'

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- 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.