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King County Always at your service	HOME NEWS SERVICES DIRECTORY C Dept of Judicial Admin Superior Court Clerk's Office		on – E-		earch		After logging on to the eFiling
Welcome Penny Mil INSTRUCTIONS Ex Parte via the Clerk and Working Copies may now be accessed directly without first e-filing A Valid KC Superior Court case number is still required Please do not use your browser's 'Back' button	ler E-Filing • E-File Documents into a Existing Case • Start New Case(s) • Ex Parte via the Clerk • Working Copies	An	∘ Vie	E-Service vice t-In to E-Se w My E-Se nage My E-	r vic e	Sign Out	 Application From the 'Home' page, choose 'Working Copies'

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Enter Case Number

- Enter the Superior Court case number.
- Do not include the case assignment designation (KNT or SEA).

Click 'Next'.



Welcome Penny Mi	ller						Но	ome	E-Filing	E-Servic
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Enter Hearing Information

- Select the hearing location from the options provided.
- Enter the hearing date by clicking the calendar icon and selecting the date of your hearing.
- Select whether your hearing is to be heard by an assigned judge
 <u>or</u> on a court calendar. If you choose an assigned judge, please type in the name.
- Select whether your hearing is with or without oral argument.
 If 'With Oral Argument' is selected, choose the correct time from the drop down options.
- Select the Submission Type by selecting the corresponding radio button.
- When finished click 'Next'.

Enter Contact Information

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- Enter the contact information for the person who can be reached in the event the Clerk has a question about the eWorking Copies submission.
- When finished click 'Next'.

07/10/2017



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Welcome Penny Mi	ller	Home E-Filing E-Service My Cases Sign Out
INSTRUCTIONS Please do not use your browser's 'Back' button	Working Copies - Distribution List	uments Order Add Files Collate Tabs Summary Checkout e Title: Patterson Contract vs Joe Public eve copies of the signed order
Reader	Distribution List No contacts have been added Previous	First Name Penny Last Name Miller Address 516 3rd Ave Address2 • City Seattle State Washington Vashington • Phone 206-296-9300 Carea code required) • * Required Fields • Add Contact •

Enter Address Information

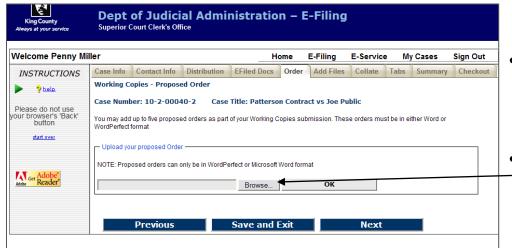
- At the Distribution List screen, you may provide up to five addresses for persons you would like to receive a copy of the signed order. At least one address is required.
- To create a mailing label fill in the required name and address fields. When complete click
 'Add Contact'.
- The address information will appear in the 'Distribution List'. Repeat the process for each mailing address.
- When finished click 'Next'.

King County Always at your service	Dept	vs services of Judici Court Clerk's Off	al Admi		n – I	E-Filing	Search			
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E-Filed Documents

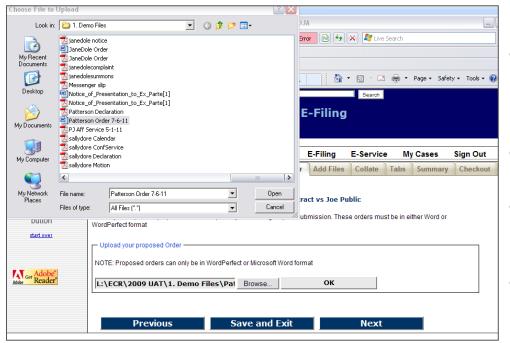
- This page is inactive as you bypassed the e-filing process.
- Click 'Next' to continue





Upload Proposed Order(s)

- Proposed Order(s) must be MS Word (.doc or .docx) or WordPerfect (.wpd or .wpdx) files.
- Click 'Browse' to open a 'Choose
 File' window on your computer, which allows you to upload the document(s).



King County

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

Welcome Penny Mil	ller			Ho	ome	E-Filing	E-Service	My	Cases	Sign Out
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Choose Document

- Browse your computer or network drive to locate the document you wish to upload as a proposed order.
- After choosing the document click '**Open**'.
- The chosen file name and location will be displayed in the 'Document File Name:' field.
- Click 'OK'.

Proposed Orders

- You may add up to 5 proposed orders. Orders must be in MS Word or WordPerfect file format.
- When finished click 'Next'.



King County Always at your service	HOME [NEWS SERVICES DIRECTORY CONTACT Search Dept of Judicial Administration – E-Filing Superior Court Clerk's Office
Welcome Penny Mi	iller Home E-Filing E-Service My Cases Sign Out
INSTRUCTIONS	Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout Working Copies - Include Additional Documents
Please do not use your browser's 'Back' button start over	Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public You can add additional document(s) and attachment(s) to your working Copies set which are not part of the official Court record NOTE: The maximum size of a file you upload here is 5MB (megabytes) Upload (add) a new document as part of your working copies Add New Document
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Include Additional Documents

- You may include additional documents to your working copies submission.
- If you do not have any additional documents to add you may click 'Next'.
- To add additional documents, click 'Add New Document' link.

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Locate Additional Document

 Click 'Browse' to open a 'Choose File' window on your computer, which will allow you to upload the selected document.



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- Browse your computer or network drive to locate the
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- After choosing the document click '**Open**'.

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Upload Document

- The chosen file name and location will be displayed in the 'Document File Name:' field.
- Click 'Add Document'
- Repeat steps to add additional documents.
- When finished click 'Next'.



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Collate Documents

- You can organize the order in which your documents will be presented to the court.
- Use the arrow buttons to move the document priority up and down in this list.
 - When finished click 'Next'.

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Add Tabs to Your Submission

- You may identify tabs to be printed and included with your submission.
- You are able to choose 'Outside' or 'Inside' tabs, or a combination of both types of tabs.



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How to Submit *e*Working Copies Without First E-Filing a Document

King County Always at your service	Dep	news SERVICES t of Judici or Court Clerk's Off	al Admi		on – E	-Filing	Search			
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Outside Tabs

- Place a checkmark next to the documents you wish to be preceded by an outside tab.
- Outside tabs can be *letters* from "A" to "Z", *numbers* from "1" up, or *custom text* up to 25 characters.
- You may select only one of these 3 options for outside tabs.
 - Click '**Update View**' to activate your selection.

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Inside Tabs

- Click 'Add Tab Inside'
- Enter the document page number where you wish to add a tab.
- Inside tabs are placed <u>prior</u> to the selected pages.
- Inside tab text is always custom.
- You may add as many inside tabs as necessary in your document.
- When finished click 'Next'



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Review the Summary Screen

- Confirm all of the submission information is correct.
- If corrections are needed, you may use the 'Previous' button to navigate back to any of the previous screens.
- When finished click '**Next**'.

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Continue to eCommerce

- Click 'Purchase this Working
 Copies Request Now' to
 continue.
- You then will be redirected to the King County's eCommerce screen, where you will begin the payment process for the eWorking Copies transaction.
- Approved government agencies may pay using a voucher by checking 'Payment Voucher'.



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Contact Last Name	Miller	_		
Business Name	NA	_		
Day time phone	206-296-9300			
Email	p.miller@andersonlaw.com			
Confirm Email	p.miller@andersonlaw.com			
Address Information				
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eCommerce Payment Method

• Select a payment method (Credit Card or Internet Check) and click **'Continue'**.

Payment Information

- Enter the requested information. When finished click **'Continue'**.
- An eCommerce transaction fee will be added to the total based on payment method, \$2.49 for a credit card and \$1.00 for an Internet Check.

Payment Review

 At the review screen, confirm your payment information and click 'Submit' to continue.

07/10/2017



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