

You may electronically submit working copies to your Judge or calendar via the eFiling application. Your eWorking Copies will be considered received by the Court as soon as they are received by the Clerk. Please note that all local rules determining your deadlines for submission of working copies apply. A service charge of \$30.00 is assessed for each eWorking Copies set submitted, plus the eCommerce transaction fee of \$2.49 for use of a credit card or \$1.00 for an internet check. For additional eWorking Copies information, please visit: http://kingcounty.gov/courts/clerk/documents/eWC or call: 206-205-8421.

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 <del>vic</del> e	Sign Out	<ul> <li>Application</li> <li>From the 'Home' page, choose</li> <li>'Working Copies'</li> </ul>

Welcome Penny Miller         Home         E-Filing         E-Service         My Cases         Sign C           INSTRUCTIONS         Working Copies	King County Always at your service
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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
INSTRUCTIONS	Case Info	Contact Info	Distribution	EFiled Docs	Order	Add Files	Collate	Tabs	Summary	Checkout
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Welcome Penny Miller       Home       E-Filing       E-Service       My Cases       Sign Out         INSTRUCTIONS       Case Info       Contact Info       Distribution       EFiled Docs       Order       Add Files       Collate       Tabs       Summary       Checkor         Please do not use, your prowser's Back' button       Working Copies - Who is the submitting person?       Case Number: 10-2-00040-2       Case Title: Patterson Contract vs Joe Public         Please indicate the person submitting this working copies set to the court (all fields required)       Information on submitting party         Name       Penny Miller         Email       p.miller@andersonlaw.com         Phone       206-296-93300       (area code required)	King County Always at your service	Dept	vs   SERVICES of Judici Court Clerk's Off	al Admiı		n – I	E-Filing	Search			
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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



King County Always at your service	HOME   NEWS   SERVICES   DIRECTORY   CONTA Dept of Judicial Administ Superior Court Clerk's Office	
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**

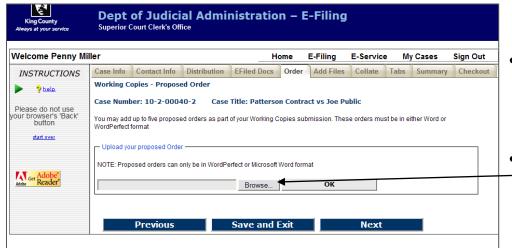
- At the Distribution List screen, you may provide up to five addresses for persons you would like to receive a copy of the signed order. At least one address is required.
- To create a mailing label fill in the required name and address fields. When complete click
   'Add Contact'.
- The address information 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			
Welcome Penny Mi	ller			Н	ome	E-Filing	E-Service	e My	Cases	Sign Out
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#### **E-Filed Documents**

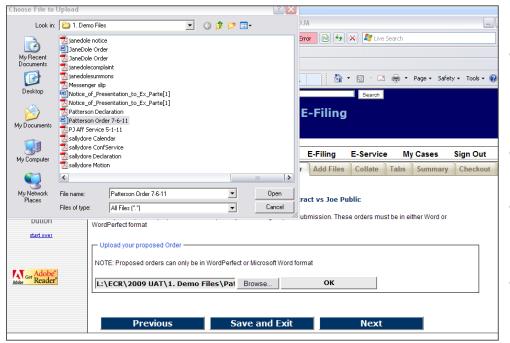
- This page is inactive as you bypassed the e-filing process.
- Click 'Next' to continue





#### 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
Ger Reader	New uploaded documents list           Patterson Order 7-6-11.doc 0.034[MB] [Proposed Order] Add Attraspent           Previous         Save and Exit         Next

#### **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.

Welcome Penny M	Iller Home E-Filing E-Service My Cases Sign Ou
INSTRUCTIONS	Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checko
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Adaha!	Add document to your Working Copies Set
Adobe Get Reader	Browse on your local computer and choose a document you wish to include in your working copies. NOTE: Only Adobe Acrobat or tiff format files are accepted.
	Browse
	Add Document Cancel
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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
   document you wish to upload to your working copies submission.
- After choosing the document click '**Open**'.

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	Upload (add) a new document as part of your working copies
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	Add Document Cancel
	New uploaded documents list

#### 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

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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.

Welcome Penny M	iller			_	Home	E-Filing	E-Ser	vice	My Cases	Sign Ou
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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'



Welcome Penny Mil	ler			н	ome	E-Filing	E-Service	My	Cases	Sign Out
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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				
Address	516 Third Ave			
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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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INSTRUCTIONS	Working Copies Submission Receipt			[PRIN	<u>III</u>	
Please do not use your browser's 'Back' button	OFFICIAL - PA Case Title: Patterson Contract vs Joe Public Case Number: 10-2-00040-2 Judge: Yu Oral Argument Time: 1:30 PM Hearing Location: SEA Type of Submission: motion Submitting Party: Penny Miller Phone: 206-296-9300 I Paymer Working Copies submission paid on 6/20/2011 5:42:5 Total Cost: \$22.49 (including convenience fee of \$2.46 Payment Reference Number is 4005018254	ent Information 53 PM	com			<ul> <li>Click the print link retain a copy of your eWorking Copies submission receipt.</li> </ul>
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	Print Order Document Name/Size           1         Patterson Motion.pdf           2         Patterson Notice.pdf           3         Patterson Declaration.pdf           3         Patterson Declaration.pdf           4         Patterson Supplementals.pdf           7         Tabs have been defined:           8         Before this document. Tab Text. E           9         Before this document. Tab Text. E           9         Inside this document. Tab Text. E           9         Inside this document before page           5         Patterson Order 7-6-11.doc           7         Tabs have been defined:	Declaration Exhibit 1 e 6 Tab Text: Exhibit 2				
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