



How to Submit eWorking Copies After E-Filing a Document

After e-filing into a King County Superior Court case, you may submit eWorking Copies to your Judge or calendar via the eFiling application. Your eWorking Copies are 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 information, please visit: <http://kingcounty.gov/courts/clerk/documents/eWC> or call: 206-205-8421.

Start Your Working Copies Submission from the 'E-File Into an Existing Case' 'Confirmation Receipt' page

- When your e-filing is complete, select 'Click here to submit your Working Copies electronically' to proceed to eWorking Copies.

OR

Start Your Working Copies with Previously E-Filed Documents

- For documents filed within 30 days, you may access eWorking Copies by clicking on 'My Cases'.
- Select 'E-File Status' tab.
- Then select the 'WCopies' link on the left hand side of an e-filed document you would like to include in your eWorking Copies submission.

How to Submit eWorking Copies After E-Filing a Document

Enter Hearing Information



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Superior Court Clerk's Office

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INSTRUCTIONS help

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

Adobe Get Adobe Reader

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies – Court Hearing Information

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Hearing Location and Date
Location of hearing: Seattle - SEA Hearing Date: 7/6/2011

Judge or Calendar
 Judge Yu
 Calendar Chief Civil

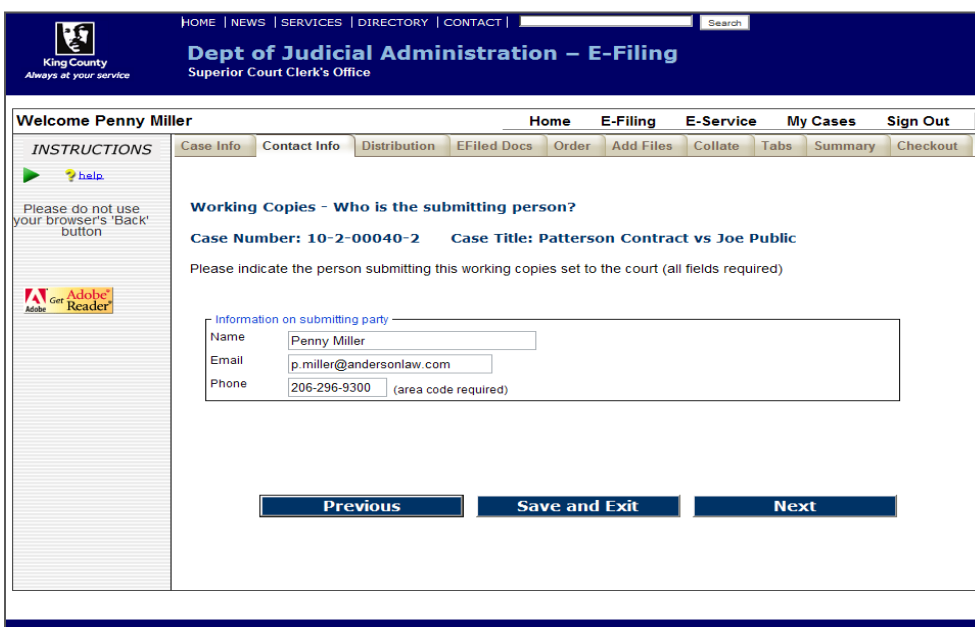
Hearing Type
 With Oral Argument 1:30 PM
 Without Oral Argument

Submission Type
 Motion
 Motion for Summary Judgment
 Response
 Reply
 Other

Go Home Save and Exit Next

- 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 **or** 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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Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies – Who is the submitting person?

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

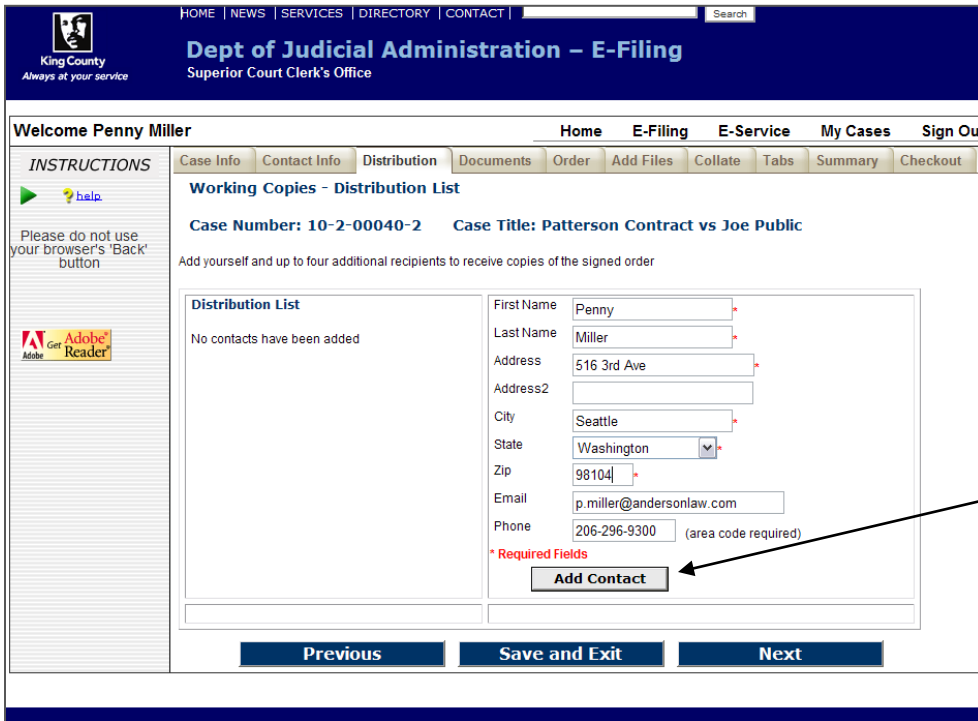
Please indicate the person submitting this working copies set to the court (all fields required)

Information on submitting party
 Name Penny Miller
 Email p.miller@andersonlaw.com
 Phone 206-296-9300 (area code required)

Previous Save and Exit Next

- 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'.

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Case Info Contact Info Distribution Documents Order Add Files Collate Tabs Summary Checkout

Working Copies - Distribution List

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Add yourself and up to four additional recipients to receive copies of the signed order

Distribution List

No contacts have been added

First Name Penny
Last Name Miller
Address 516 3rd Ave
Address2
City Seattle
State Washington
Zip 98104
Email p.miller@andersonlaw.com
Phone 206-296-9300 (area code required)

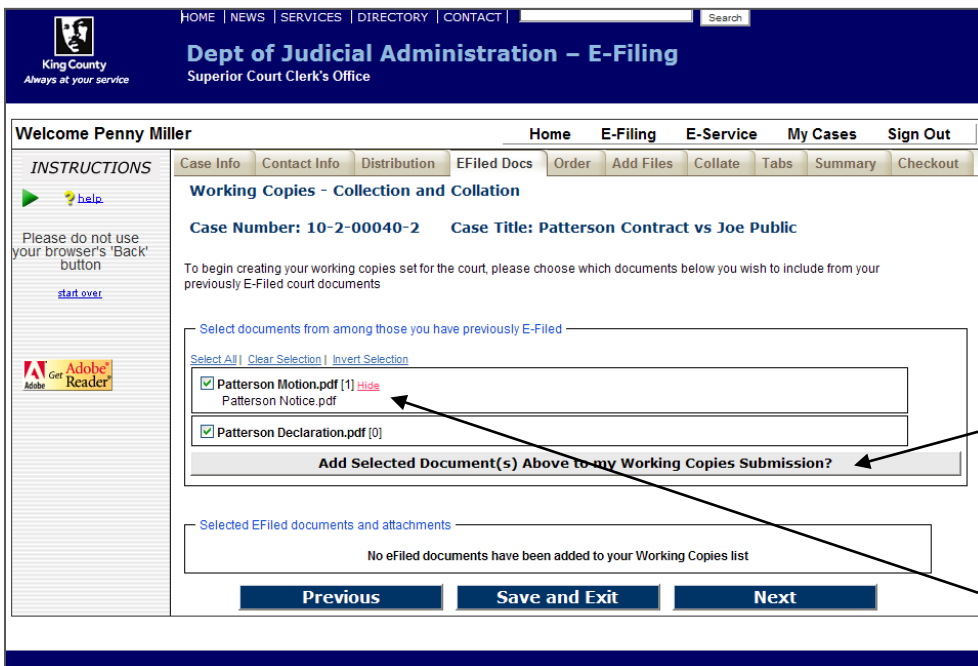
* Required Fields

Add Contact

Previous Save and Exit Next

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 an address 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'**.



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start over

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Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Collection and Collation

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

To begin creating your working copies set for the court, please choose which documents below you wish to include from your previously E-Filed court documents

Select documents from among those you have previously E-Filed

Select All | Clear Selection | Invert Selection

Patterson Motion.pdf [1] Hide
Patterson Notice.pdf

Patterson Declaration.pdf [0]

Add Selected Document(s) Above to my Working Copies Submission?

Selected EFiled documents and attachments

No efiled documents have been added to your Working Copies list

Previous Save and Exit Next

Adding E-filed Documents

- At the E-Filed Docs screen you will see a list of e-filed documents. Place a checkmark next to the documents you want to include in the working copies submission.
- Click the **'Add Selected Document(s) Above to my Working Copies Submission'** button.
- To see the e-filed attachment document(s) file name(s), click **'view'**



How to Submit eWorking Copies After E-Filing a Document

Selected E-filed Documents

- After selecting the e-filed documents you wish to submit, you will see the selected documents listed.
- You may remove a document from the submission by clicking 'DELETE'

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).

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'.



How to Submit eWorking Copies After E-Filing a Document

Proposed Orders

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

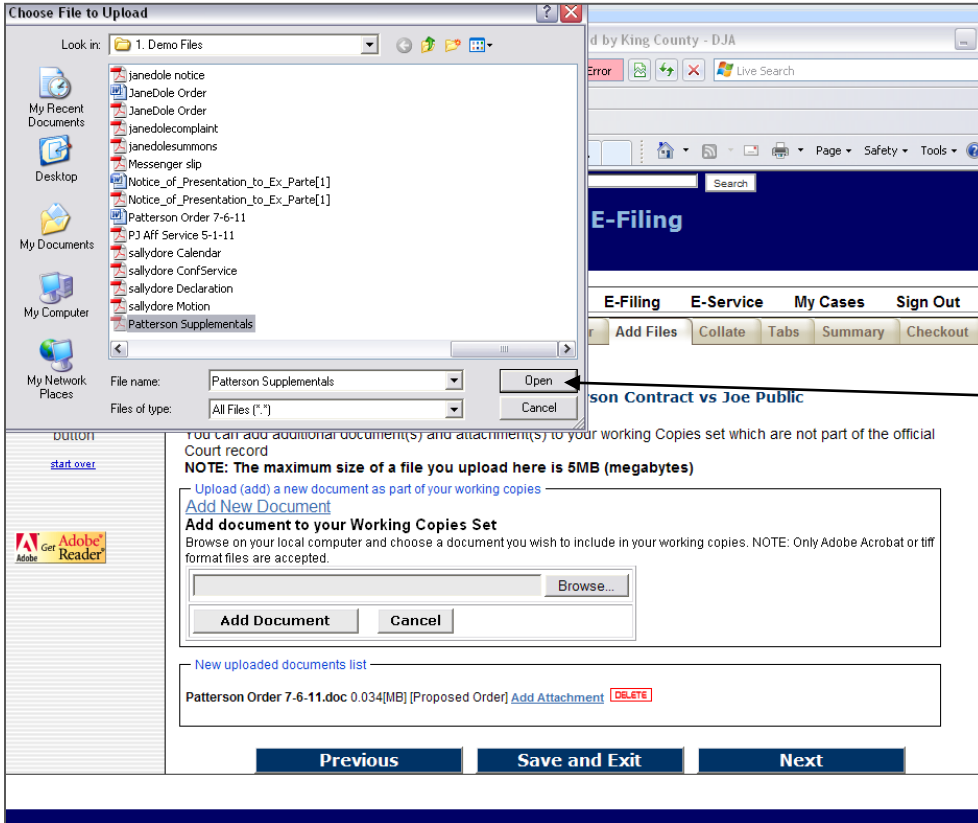
Include Additional Documents

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

Locate Additional Document

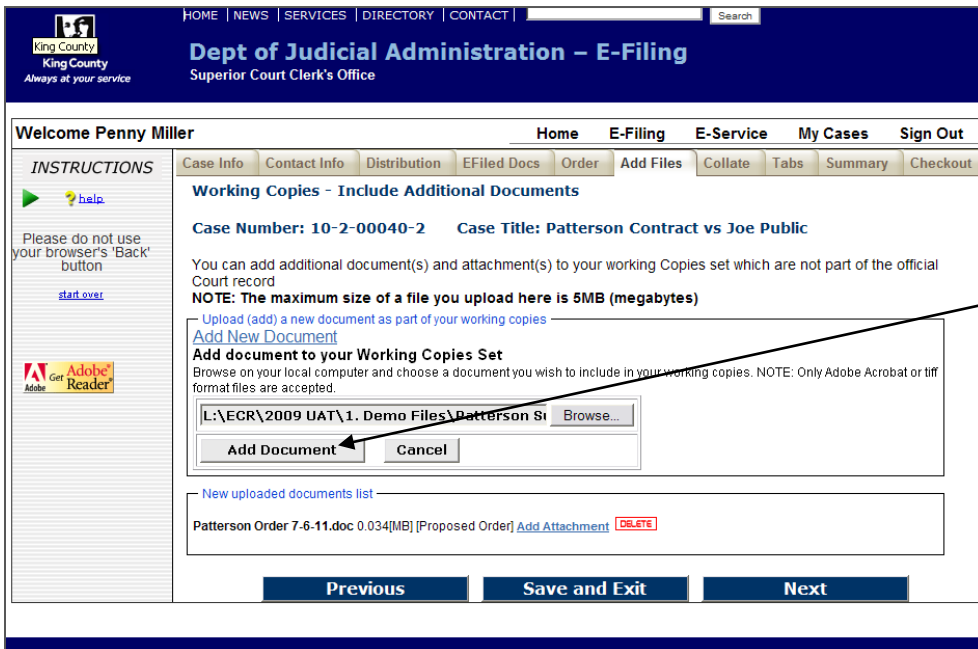
- Click 'Browse' to open a 'Choose File' window on your computer, which will allow you to upload the selected document.

How to Submit eWorking Copies After E-Filing a Document



Choose Document

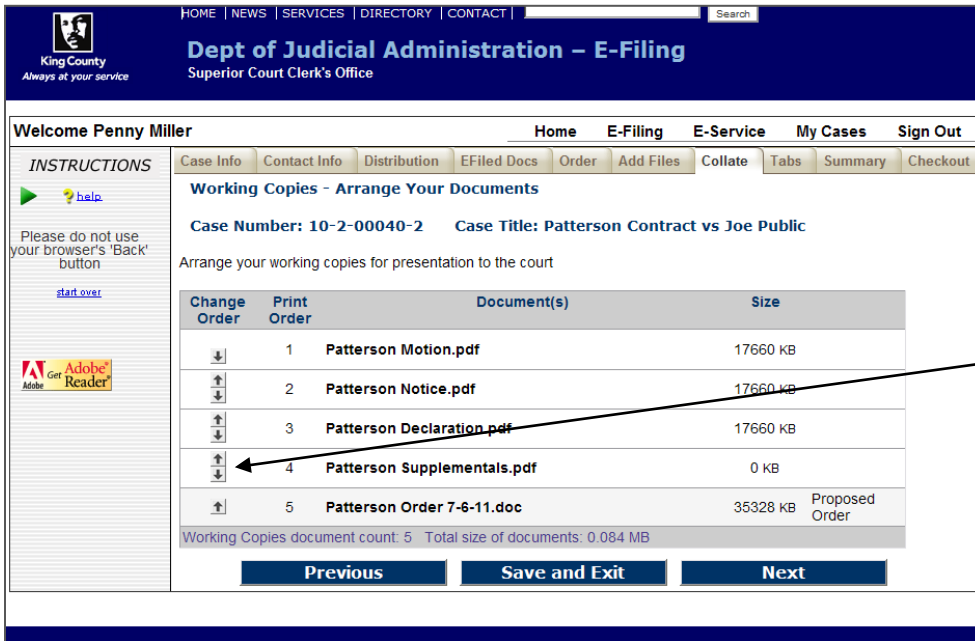
- Browse your computer or network drive to locate the document you wish to upload to your working copies submission.
- After choosing the document click **'Open'**.



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'**.

How to Submit eWorking Copies After E-Filing a Document



The screenshot shows the 'Collate Documents' page for case 10-2-00040-2. The page title is 'Working Copies - Arrange Your Documents'. It lists five documents in a table with columns for 'Change Order', 'Print Order', 'Document(s)', and 'Size'. An arrow points to the 'Change Order' column for the fourth document, 'Patterson Supplementals.pdf', which is currently at order 4. Below the table are buttons for 'Previous', 'Save and Exit', and 'Next'.

Change Order	Print Order	Document(s)	Size
↓	1	Patterson Motion.pdf	17660 KB
↑	2	Patterson Notice.pdf	17660 KB
↓	3	Patterson Declaration.pdf	17660 KB
↑	4	Patterson Supplementals.pdf	0 KB
↑	5	Patterson Order 7-6-11.doc	35328 KB Proposed Order

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'.



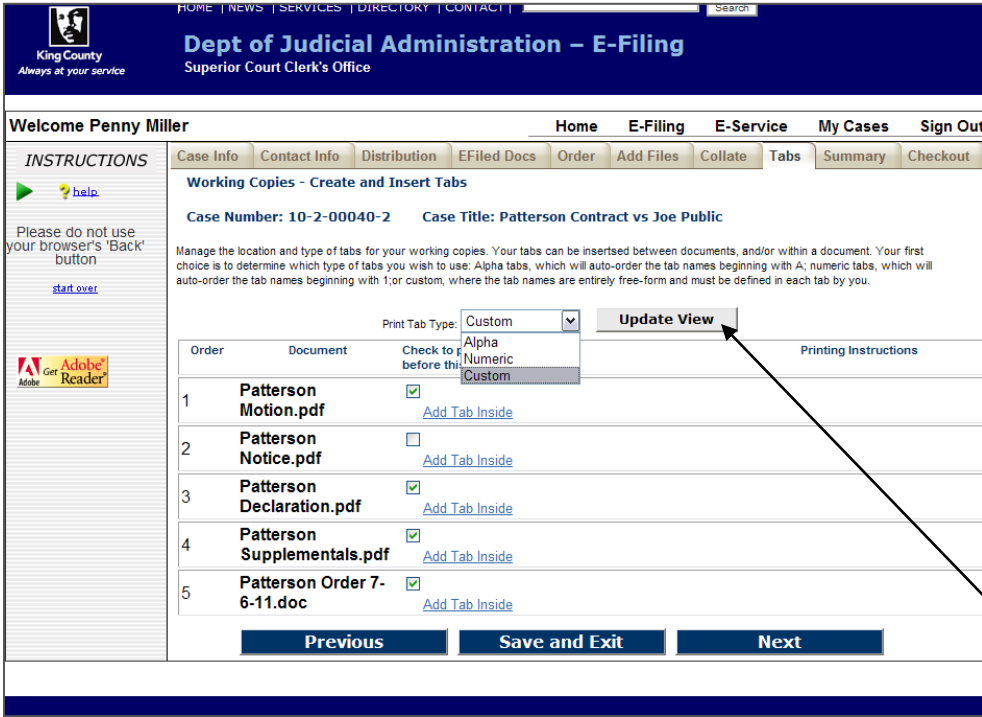
The screenshot shows the 'Add Tabs to Your Submission' page for the same case. The page title is 'Working Copies - Create and Insert Tabs'. It provides instructions on how to manage tabs and includes a table with columns for 'Order', 'Document', 'Check to place a tab before this document', and 'Printing instructions'. A 'Print Tab Type' dropdown is set to 'Alpha'. Below the table are buttons for 'Previous', 'Save and Exit', and 'Next'.

Order	Document	Check to place a tab before this document	Printing instructions
1	Patterson Motion.pdf	<input type="checkbox"/>	Add Tab Inside
2	Patterson Notice.pdf	<input type="checkbox"/>	Add Tab Inside
3	Patterson Declaration.pdf	<input type="checkbox"/>	Add Tab Inside
4	Patterson Supplementals.pdf	<input type="checkbox"/>	Add Tab Inside
5	Patterson Order 7-6-11.doc	<input type="checkbox"/>	Add Tab Inside

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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INSTRUCTIONS

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Create and Insert Tabs

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Manage the location and type of tabs for your working copies. Your tabs can be inserted between documents, and/or within a document. Your first choice is to determine which type of tabs you wish to use: Alpha tabs, which will auto-order the tab names beginning with A; numeric tabs, which will auto-order the tab names beginning with 1; or custom, where the tab names are entirely free-form and must be defined in each tab by you.

Print Tab Type: Custom Alpha Numeric Custom

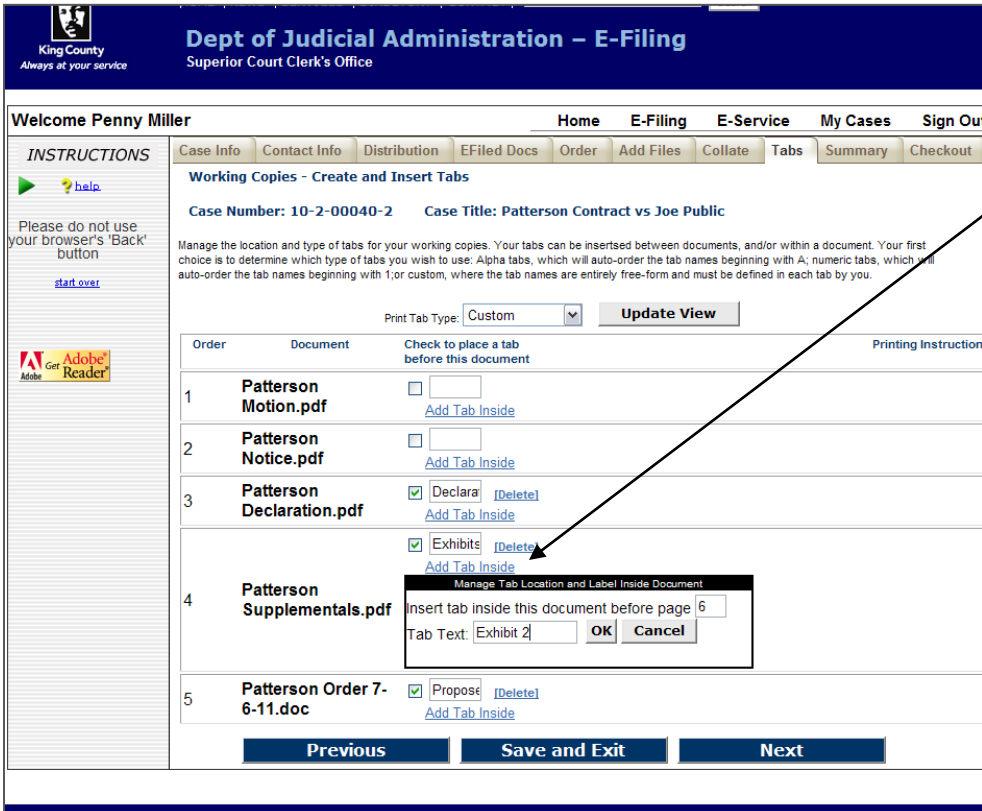
Update View

Order	Document	Check to place a tab before this document	Printing Instructions
1	Patterson Motion.pdf	<input checked="" type="checkbox"/>	Add Tab Inside
2	Patterson Notice.pdf	<input type="checkbox"/>	Add Tab Inside
3	Patterson Declaration.pdf	<input checked="" type="checkbox"/>	Add Tab Inside
4	Patterson Supplementals.pdf	<input checked="" type="checkbox"/>	Add Tab Inside
5	Patterson Order 7-6-11.doc	<input checked="" type="checkbox"/>	Add Tab Inside

Previous Save and Exit Next

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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INSTRUCTIONS

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Print Tab Type: Custom

Update View

Order	Document	Check to place a tab before this document	Printing Instructions
1	Patterson Motion.pdf	<input type="checkbox"/>	Add Tab Inside
2	Patterson Notice.pdf	<input type="checkbox"/>	Add Tab Inside
3	Patterson Declaration.pdf	<input checked="" type="checkbox"/> Declaration Delete	Add Tab Inside
4	Patterson Supplementals.pdf	<input checked="" type="checkbox"/> Exhibits Delete	Add Tab Inside
5	Patterson Order 7-6-11.doc	<input checked="" type="checkbox"/> Propose Delete	Add Tab Inside

Previous Save and Exit Next

Inside Tabs

- Click '**Add Tab Inside**'
- Enter the document page number where you wish to add a tab.
- Inside tabs are placed *prior* 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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STATUS

Case Number: 10-2-00040-2
Case Title: Patterson Contract vs Joe Public
Document Description: MOTION TO COMPEL
File Name: Patterson Motion.pdf
Attachment(s): Patterson Notice.pdf
Document Description: DECLARATION OF JOE PATTERSON
File Name: Patterson Declaration.pdf

Summary of Working Copies Files and printing options [PRINT](#)

Case Information

UNOFFICIAL - NOT YET COMPLETE

Case Title: Patterson Contract vs Joe Public
Case Number: 10-2-00040-2
Judge: Yu
Oral Argument Time: 1:30 PM
Hearing Date: 7/6/2011
Hearing Location: SEA
Type of Submission: motion
Submitting Party: Penny Miller Phone: 206-296-9300 Email: p.miller@andersonlaw.com

Costs and Fees

Working Copies submission and printing costs are \$20. In addition there is a \$2.49 ecommerce transaction fee assessed for credit cards and 1.49 for internet checks.

Distribution List

Penny Miller
516 Third Ave
Seattle WA 98104

Printing Instructions

Print Order	Document Name
1	Patterson Motion.pdf
2	Patterson Notice.pdf
3	Patterson Declaration.pdf <ul style="list-style-type: none"> ■ Tabs have been defined: ■ Before this document. Tab Text: Declaration
4	Patterson Supplementals.pdf <ul style="list-style-type: none"> ■ Tabs have been defined: ■ Before this document. Tab Text: Exhibit 1 ■ Inside this document before page 6 Tab Text: Exhibit 2
5	Patterson Order 7-6-11.doc <ul style="list-style-type: none"> ■ Tabs have been defined: ■ Before this document. Tab Text: Proposed Order

Previous Save and Exit Next

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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INSTRUCTIONS [help](#)

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Working Copies - Checkout

You have not yet submitted your working copies for printing and delivery to the court!

To complete this process you must Purchase this service by clicking on the "Purchase this Working Copies Request" button below

Payment Voucher

Previous Save and Exit Purchase this Working Copies Request Now

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.
- Pre-approved government agencies may pay using a voucher by checking 'Payment Voucher'.



How to Submit eWorking Copies After E-Filing a Document

Payment Method >>		Payment Details	Review	Confirmation	Cart	Help/FAQ
Select Payment Method Payment Method: Credit Card <input type="button" value="v"/> Credit Card Internet Check						Cart Total: \$20.00 Item Count: 1
Navigation <input type="button" value="Cancel"/> <input type="button" value="Continue"/>						

eCommerce Payment Method

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

King County Ecommerce Credit Card Payment Always at your service						
Payment Method		Payment Details >>	Review	Confirmation	Cart	Help/FAQ
Personal Information Payment Account Type: Personal <input type="button" value="v"/> Contact First Name: Penny Contact Last Name: Miller Business Name: NA Day time phone: 206-296-9300 Email: p.miller@andersonlaw.com Confirm Email: p.miller@andersonlaw.com						Cart Total: \$22.49 Item Count: 1 Convenience Fee: \$2.49
Address Information Address: 516 Third Ave Address 2: City: Seattle State/Province: WASHINGTON <input type="button" value="v"/> Zip Code: 98104						
Payment Account Information Accepted Cards: Credit Card Number: 4055011111111111 Verification Code: 123 Help with this field Expiration Month: 01 <input type="button" value="v"/> Expiration Year: 2017 <input type="button" value="v"/>						
Navigation <input type="button" value="Cancel"/> <input type="button" value="Continue"/>						

Payment Information

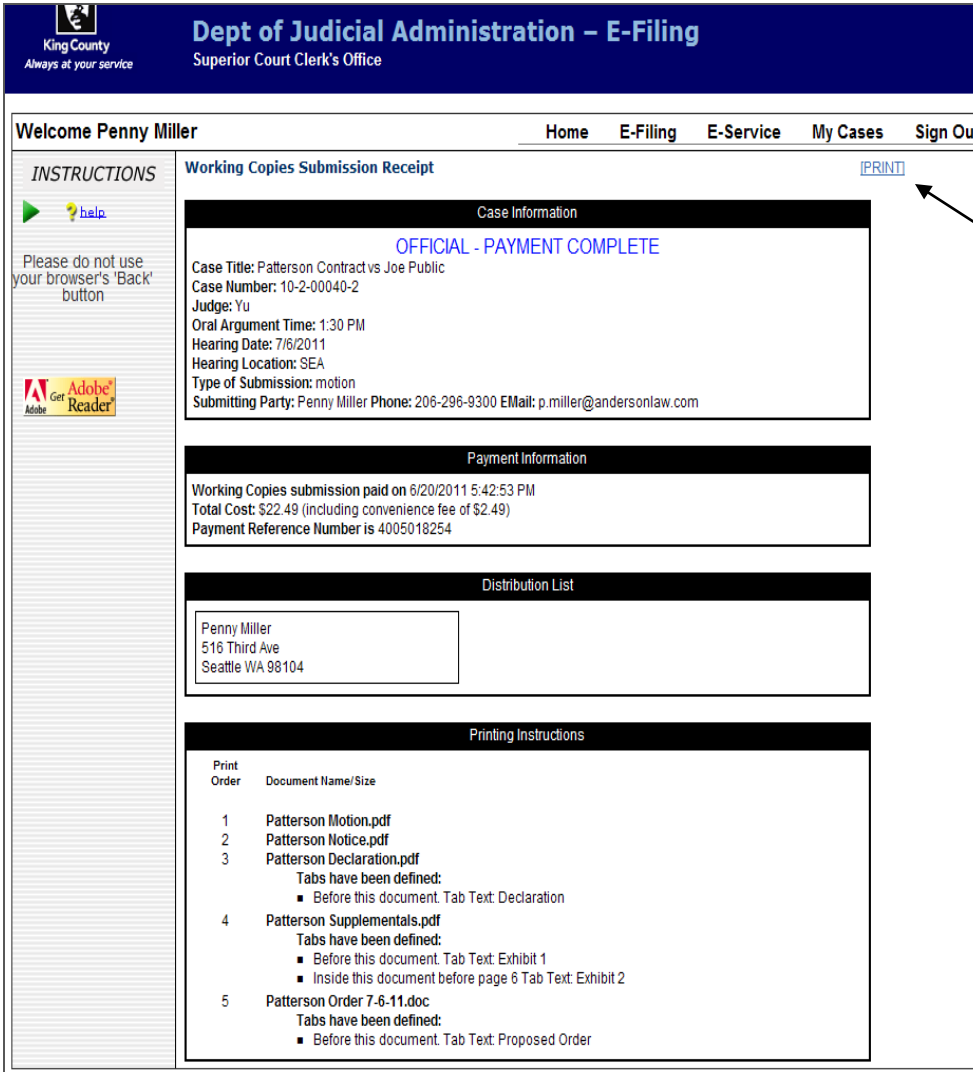
- Enter the requested information. When finished click 'Continue'.
- A eCommerce transaction fee will be added to the total based on payment method, \$2.49 for a credit card and \$1.00 for an Internet Check.

Payment Method		Payment Details	Review >>	Confirmation	Cart	Help/FAQ
Confirm Payment Information Payment Amount: \$22.49 Name: Penny Miller Daytime Phone: 2062969300 Email: p.miller@andersonlaw.com Address: 516 Third Ave Address 2: City: Seattle State: WA Zip Code: 98104						Cart Total: \$22.49 Item Count: 1 Convenience Fee: \$2.49
Credit Card Information Card Card Number: 4055011111111111 Verification Code: 123 Expiration Month: 01 Expiration Year: 2017						
Navigation Important! To ensure that your payment confirmation email is not blocked by a filter, please add our "From" e-mail address (KingCountyEcommerce@metrokc.gov) to your address book or safe list. <input type="button" value="Cancel"/> <input type="button" value="Submit"/>						

Payment Review

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

How to Submit eWorking Copies After E-Filing a Document



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Working Copies Submission Receipt [\[PRINT\]](#)

Case Information
OFFICIAL - PAYMENT COMPLETE
Case Title: Patterson Contract vs Joe Public
Case Number: 10-2-00040-2
Judge: Yu
Oral Argument Time: 1:30 PM
Hearing Date: 7/6/2011
Hearing Location: SEA
Type of Submission: motion
Submitting Party: Penny Miller Phone: 206-296-9300 EMail: p.miller@andersonlaw.com

Payment Information
Working Copies submission paid on 6/20/2011 5:42:53 PM
Total Cost: \$22.49 (including convenience fee of \$2.49)
Payment Reference Number is 4005018254


Distribution List
Penny Miller
516 Third Ave
Seattle WA 98104

Printing Instructions

Print Order	Document Name/Size
1	Patterson Motion.pdf
2	Patterson Notice.pdf
3	Patterson Declaration.pdf <ul style="list-style-type: none"> ■ Tabs have been defined: ■ Before this document. Tab Text: Declaration
4	Patterson Supplementals.pdf <ul style="list-style-type: none"> ■ Tabs have been defined: ■ Before this document. Tab Text: Exhibit 1 ■ Inside this document before page 6 Tab Text: Exhibit 2
5	Patterson Order 7-6-11.doc <ul style="list-style-type: none"> ■ Tabs have been defined: ■ Before this document. Tab Text: Proposed Order

eWorking Copies Submission Confirmation Receipt

- Click the print link retain a copy of your eWorking Copies submission receipt.



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My Cases – Working Copies Status

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

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

Case Number	Submitted Date/Time	Created Date/Time	Status	File Name
02-2-99999-9 TEST 1234		06/21/2011 07:36:03 AM	Not Submitted	
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Motion.pdf
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Notice.pdf
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Declaration.pdf
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Order 7-6-11.doc

My Cases > WCopies Status

- To access a copy of your eWorking Copies confirmation receipt go to the WCopies Status tab under My Cases and click the 'Submitted' link. Accessible for 30 days.
- To complete a eWorking Copies action in-progress, click a status link of 'Not Submitted'. Accessible for 5 days.