

# E-Filing: How to Submit Family Law Proposed Orders

- 1 To start a new case online, you will need an E-Filing account. If you do not already have an account, you can start one here: <https://dja-efsp.kingcounty.gov/kcclerksefilingauthentication/registration.aspx>

## Looking for forms?

You can find family law forms at:

<http://www.courts.wa.gov/forms/?fa=forms.static&staticID=14>

### 1. Log in to E-Filing.

King County  
Always at your service

HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

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

INSTRUCTIONS  
Please enter your User ID and Password to sign into the E-Filing Application  
Please do not use your browser's 'Back' button

Welcome to King County Superior Court E-filing

**eFiling**

1

Please Complete to sign in  
User ID   
Password   
Sign In

Create User ID  
Update Profile / Password  
Forgot Password / User ID

\*\*\*IMPORTANT\*\*\*E-Service is MANDATORY for documents that are filed via this application and require service. You must register for e-service on each case. For more information about this requirement, refer to Local General Rule 30 at [http://kingcounty.gov/courts/clerk/rules/LGR\\_30](http://kingcounty.gov/courts/clerk/rules/LGR_30).

\*\*\* IMPORTANT MESSAGE REGARDING UNLAWFUL DETAINER ACTIONS\*\*\* "Per King County Superior Court Emergency Order Number 9, the court is suspending/staying further civil residential eviction actions until March 30, 2020 unless that emergency order is superseded by a subsequent emergency order."

To receive important notices from the Clerk sign-up to receive Clerk's Alerts here:  
<https://www.kingcounty.gov/courts/clerk/programs/alerts.aspx>

### 2. Select **Proposed Orders (Family Law)** from the E-Filing menu

**E-Filing**

- o E-File Documents into an Existing Case
  - o Use eForm Template
  - o Orders for Review
- o Start New Case(s)
- o Ex Parte via the Clerk
- o Working Copies
- o **Proposed Orders (Family Law)**

2

Questions? Contact the Superior Court Clerk's Office  
206-477-3000 | [eServices@kingcounty.gov](mailto:eServices@kingcounty.gov)

3. Enter the **Case Number**.
4. Click **Next**.

**Proposed Order (Family Law)**

**Enter Case Number**

Please verify the case number before continuing

**Case Number:**   
XX-X-XXXXX-X or XXXXXXXXX

Check this box if your case number is NOT 9 digits

5. Using the dropdown menu, select the **Location of Hearing**.
6. Using the date picker, enter the **Hearing Date**.
7. Using the dropdown menu, select the **Calendar**.
8. Select the **Hearing Type**, and time (if applicable).
9. Click the **Next** button.

Case Info | Contact Info | Distribution | Order | Summary

**Proposed Order - Court Hearing Information**

**Case Number:** 19-3-10730-1    **Case Title:** TESTCASE, PETITIONER VS. TESTCASE, RESPONDENT

Hearing Location and Date

Location of hearing:     Hearing Date:

Judge or Calendar

Calendar

Hearing Type

With Oral Argument 8:00 AM

Without Oral Argument

10. Enter your name, email, and phone number in the **Information on Submitting Party** section.

11. Click **Next**.

Case Info Contact Info Distribution Order Summary

**Proposed Order - Who is the submitting person?**

Case Number: 19-3-10730-1 Case Title: TESTCASE, PETITIONER VS. TESTCASE, RESPONDENT

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

Information on submitting party

Name  10

Email

Phone  (area code required)

Previous Save and Exit Next 11

12. Add your address for order distribution.

13. If you would like to add additional recipients, click the **Add Contact** button and enter their information. You can add up to 4 other people.

Case Info Contact Info Distribution Order Summary

**Proposed Order - Distribution List**

Case Number: 19-3-10730-1 Case Title: TESTCASE, PETITIONER VS. TESTCASE, RESPONDENT

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

Distribution List 12

No contacts have been added

13

First Name  Test \*

Last Name  Person \*

Address  \*

Address2

City  \*

State  Washington \*

Zip  \*

Email  Test.Person@kingcounty.gov

Phone  2065551234 (area code required)

Required Fields

Add Contact

Previous Save and Exit Next

14. Click the **Choose File** button and select your file. Your proposed order must be in Microsoft Word format.

15. Click **OK** to add the order.

Up to 5 proposed orders can be submitted at a time.

16. Click **Next**.

17. Review your submission and click **Submit to Calendar** to send the proposed order(s) to the court.

18. Your receipt will show.

[\[PRINT\]](#)

**Submission Receipt**

**OFFICIAL - PAYMENT COMPLETE**

**Case Information**

**Case Title:** TESTCASE, PETITIONER VS. TESTCASE, RESPONDENT  
**Case Number:** 19-3-10730-1  
**Calendar:** Family Law Non-Represented  
**Oral Argument Time:** 8:00 AM  
**Hearing Date:** 5/7/2021  
**Hearing Location:** SEA  
**Type of Submission:** Proposed Order (Family Law)  
**Payment Type:** Voucher  
**Submitting Party:** Test Person  
**Phone:** 2065551234  
**Email:** Test.Person@kingcounty.gov

**Distribution List**

David Smith 516 3rd Ave Rm E-609  Seattle WA 98104
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**Printing Instructions**

Print Order	Document Name
	Test - Order of Default.doc

[Return to Home](#)   [Save Receipt](#)   [Print Receipt](#)