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. Dept of Judicial Administration – E-Filing INSTRUCTIONS Please enter your User ID and Password to sign into the E-Filing Application User ID *iling* Password Sign In Please do not use your browser's 'Back' button Create User ID Update Profile / Password **IMPORTANT***E-Service is MANDATORY for documents that are filed via this application and require service. You nust register for e-service on each case. For more information about this requirement, refer to Local General Rule 30 Forgot Password / User ID *** 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is suspending/staying further civil residential eviction actions until March 30, 2020 unless that emergency order is superseded by a subsequent emergency order.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** E-Filing Law) from the E- E-File Documents into an Filing menu **Existing Case** Use eForm Template Orders for Review Start New Case(s) Ex Parte via the Clerk Working Copies Proposed Orders (Family Law)

- 3. Enter the Case Number. 4. Click Next. Proposed Order (Family Law) **Enter Case Number** Please verify the case number before continuing
 - 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 Number:

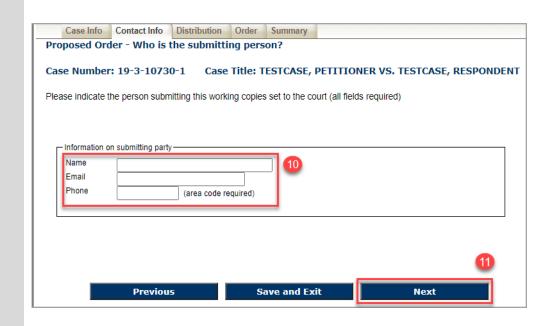
Cancel

xx-x-xxxxx-x or xxxxxxxxx

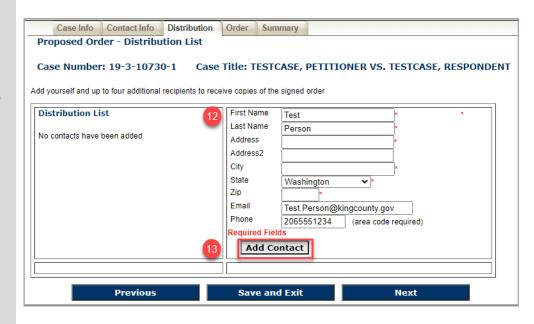
Next

Check this box if your case number is NOT 9 digits

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



- 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.



- 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.

