



King County

Department of Judicial Administration
(206) 296-9300 (206) 296-0100 TTY/TDD

Submitting Evidence/Exhibits in a Civil Protection Order Case Before or During Your Final Hearing

Civil Protection Order petitioners and/or respondents may submit evidence/exhibits on their civil protection order case. Generally, this happens when:

- A temporary order for protection has been granted and a hearing is scheduled to determine if a full order should be granted.
- You have been served and requested to attend a final protection order hearing.

How to File Evidence/Exhibits into Your Case

- **Documents (including text messages and social media messages that can be saved and printed in a document form)** can be delivered in-person to the Clerk's Office or can be filed electronically. You may find more information on our website about this process: <https://kingcounty.gov/courts/clerk/documents/efiling.aspx>.
- **Recordings or voicemails** can be submitted via ShareFile (please see instructions below).
- **Prepare an exhibit list.** An exhibit list is only needed if submitting evidence/exhibits via ShareFile. Please skip this step if everything has been filed into your court file. The exhibit list can be found on our website: <https://kingcounty.gov/courts/clerk/PO.aspx>

Instructions for Submitting Exhibits through ShareFile

If any other evidence exists that is not in a format that can be filed into a court case, these must be submitted to the Clerk's Office via ShareFile, prior to your final hearing.

What is ShareFile? ShareFile is a web-based service that allows for certain files to be shared electronically.

- **Step One:**
 - Email the Clerk's Office at the following email address: dja-e-exhibits@kingcounty.gov
 - Emails needs to include:
 - Case number and caption
 - Participant role in the case – petitioner; respondent
- **Step Two:**
 - Upon receipt of the email, the Clerk's Office will grant access to your folder within 24 to 48 hours of receiving the request, at which point the ShareFile application will send you a link. This link will allow you to easily upload your evidence/exhibits into a secured folder.

To view additional information regarding ShareFile on our website, please visit:
<https://kingcounty.gov/courts/clerk/documents/Electronic%20Exhibits.aspx>.

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