



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

How to Submit Evidence in a Protection Order Case for the Full Hearing

You can submit evidence for your protection order hearing. Different types of evidence must be submitted differently:

Submitting Documents

You can submit documents to the court in two ways:

Option 1: In Person

Bring a copy of the documents to a Clerk's Office location and turn them in.

Seattle Clerk's Office

516 Third Avenue, Room E-609,
Seattle WA

Hours: 8:30 a.m. to 4:30 p.m.

Kent Clerk's Office

401 N. 4th Ave., Room 2C,
Kent WA 98032

Hours: 8:30 a.m. to 4:30 p.m.

Option 2: Electronically (E-Filing)

You will find instructions about how to e-file here:

<https://kingcounty.gov/courts/clerk/documents/efiling.aspx>.

Documents must be printed on 8.5 x 11 sheets of paper, and may include:

- statements from you or other people,
- printed pictures,
- text messages, or
- social media messages.

All documents must be served on the other party. Review the "Service" section below.

Submitting Video or Audio Recordings

You must follow the steps below if you want to submit video or audio recordings as evidence. Recordings must be submitted electronically. Audio must be submitted in .mp3 format, and video in .mp4 format. Recordings in other formats may not be seen or heard by the court.

Step 1: Email the Clerk's Office at dja-e-exhibits@kingcounty.gov to let them know that you need to submit an audio or video recording. The email must include:

1. Case number

2. Case name (Smith v. Smith)
3. Your name
4. Your role (Petitioner, Respondent, Counsel for....)

Step 2: Upload your recordings. You will receive an email with a link to ShareFile within 2 business days. The link will allow you to upload your recordings into a secured online folder. Check your Junk Mail folder if you do not receive the email.

Step 3: Prepare an Exhibit List. Use the exhibit list form at <https://kingcounty.gov/courts/clerk/PO.aspx> to list the recordings you uploaded. *Note: You only need to list the electronic evidence or recordings you submitted.*

Step 4: File the Exhibit List. The exhibit list is a document. See the section titled “Documents” above for how to submit the exhibit list.

Important! Filing this document will let the judicial officer know you have submitted a recording to be reviewed by the court. If you do not file the exhibit list, the judicial officer will not review your recordings before the hearing.

- If you have any problems submitting recordings in ShareFile, you may contact a digital specialist for assistance at: dja-e-exhibits@kingcounty.gov

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

Service

All documents and recordings that you submitted to the court must be served on the other party. Someone other than you who, is over 18 years of age, must either give a copy to the other person, or email a copy to the other person if email service has been permitted.

- If you only submitted documents (no recordings), you must serve a copy of the documents on the other party.
- If you also submitted recordings to the court, you must also serve a copy of the Exhibit list and a copy of the recording you uploaded.

The court will require proof that the other party was served with the evidence that you submitted. You should also keep a copy of all evidence you submitted for your records.