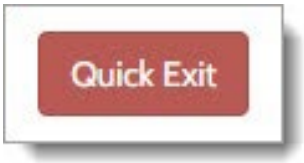
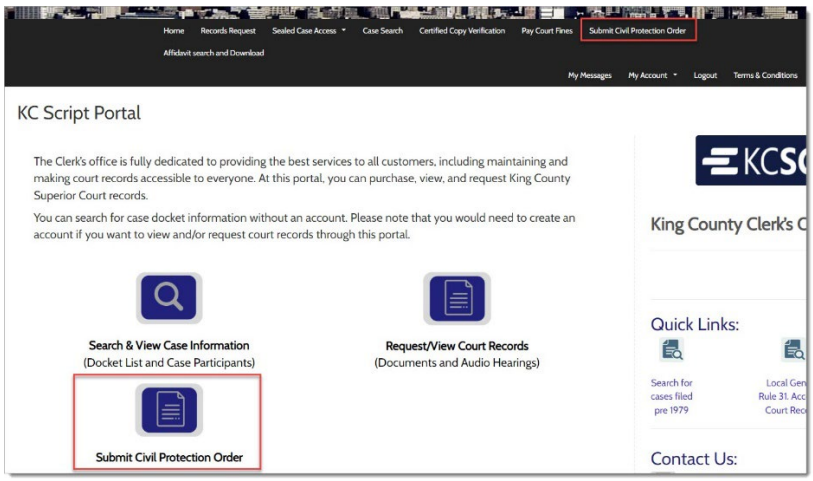
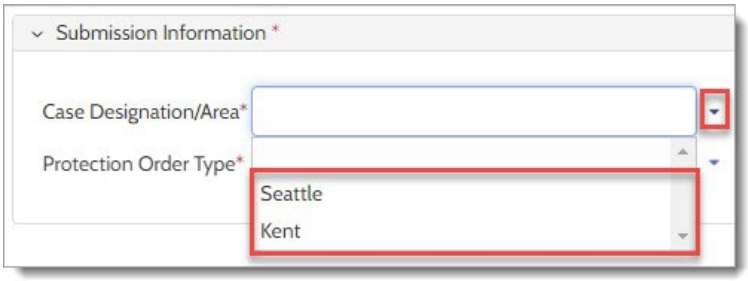
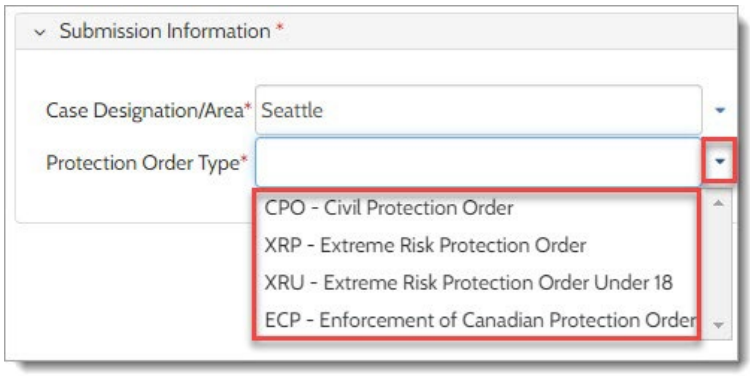
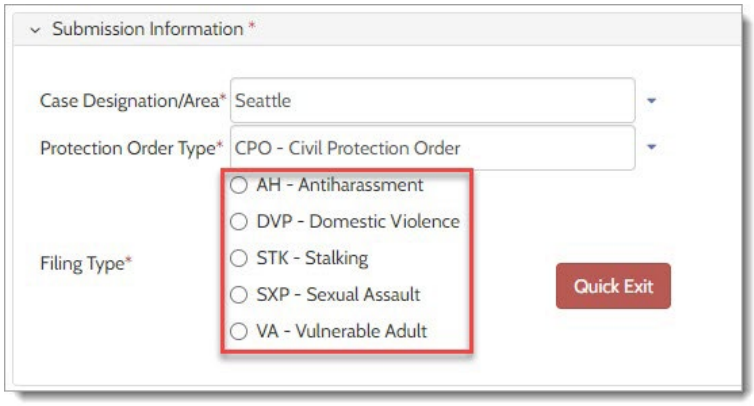
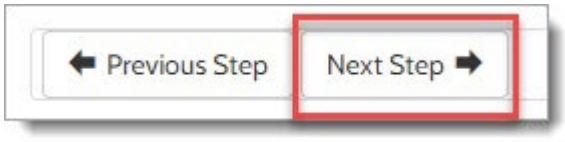
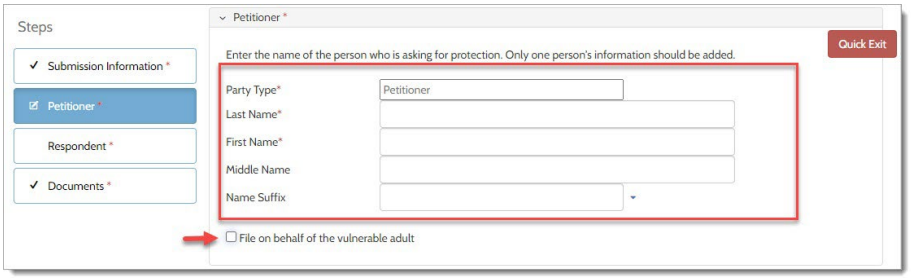
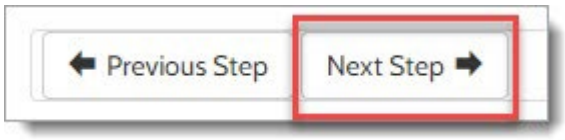
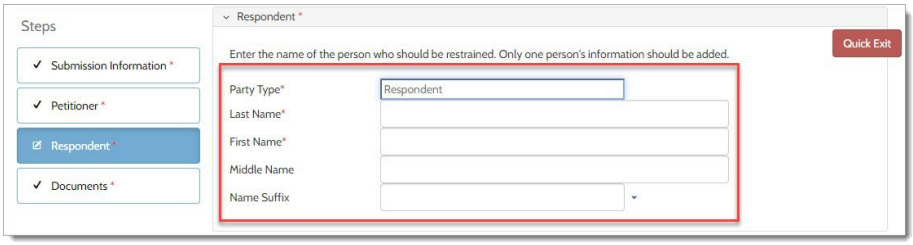
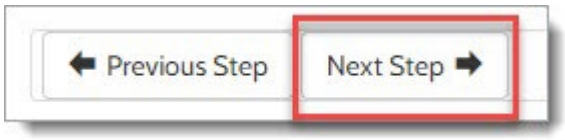
KC SCRIPT PORTAL QUICK START GUIDE: SUBMITTING A PROTECTION ORDER

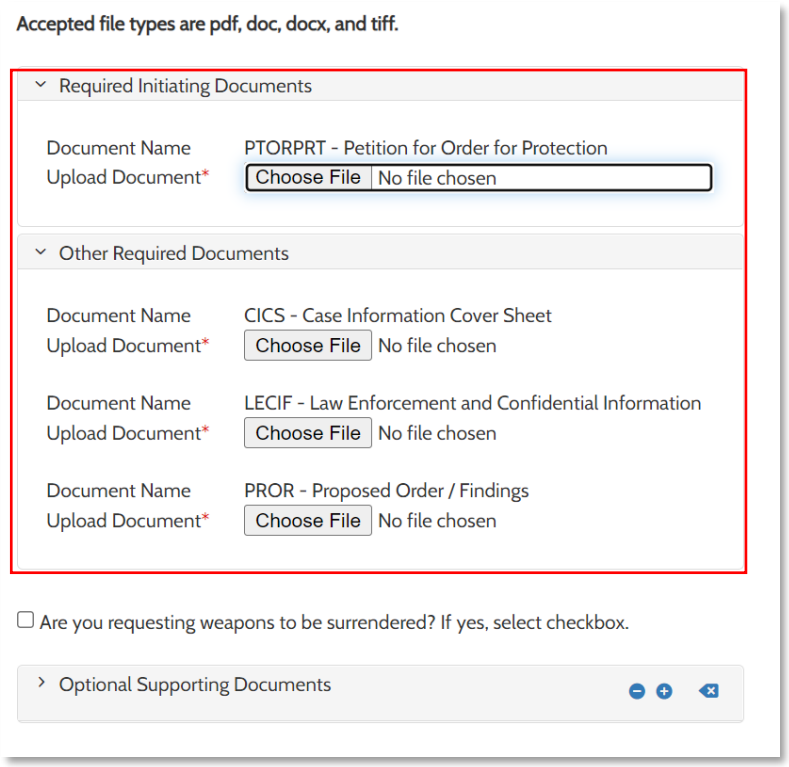
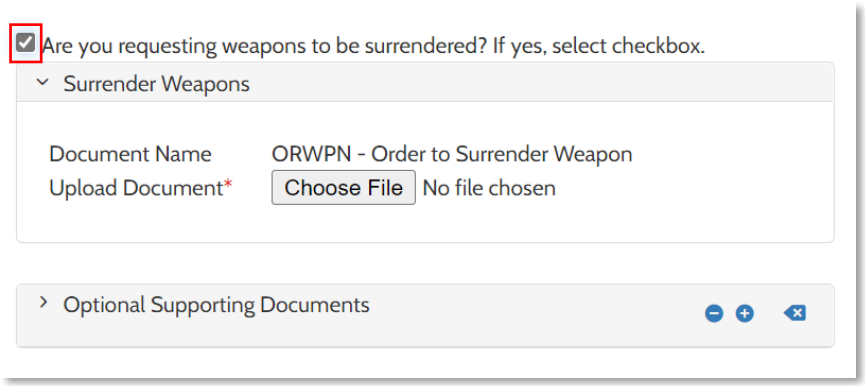
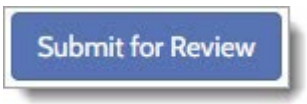
This quick start guide will show you how to submit your protection order paperwork for review by the Clerk's Office.

❗ You must log in to your portal account to complete your submission. Need to create an account? Follow the instructions here.

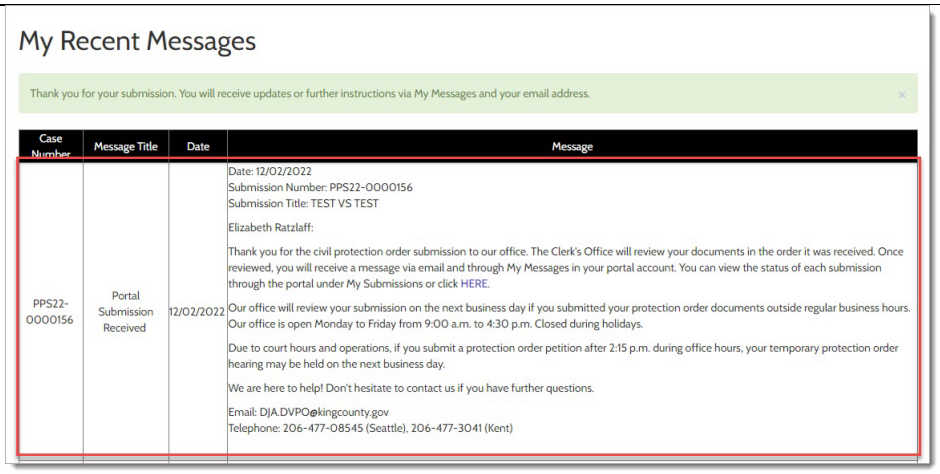
1. If at any time, you need to quickly close the screen, click the red **Quick Exit** button. The King County Parks webpage will open.	
2. Click **Submit Civil Protection Order** in the top menu bar. You can also click the blue **Submit Civil Protection Order** button on the home page.	
3. If you need help completing your forms, click the blue **Fill Out Your Forms: Washington Law Help** button. Once your forms are ready, you may continue.	

4. Click the blue **Proceed to Protection Order Submission Form** button.	
5. Using the dropdown menu, choose your **Case Designation/Area**.	
6. Using the dropdown menu, choose the **Protection Order Type**.	
7. If CPO is chosen, click the button to choose the **Filing Type**.	
8. Click the **Next Step** button.	

9. Enter the petitioner's **Last Name** and **First Name**. Note: If you are filing on behalf of a vulnerable adult, click the check box and fill in the name of the person who needs protection.	
10. Click the **Next Step** button.	
11. Enter the respondent's **Last Name** and **First Name**.	
12. Click the **Next Step** button.	

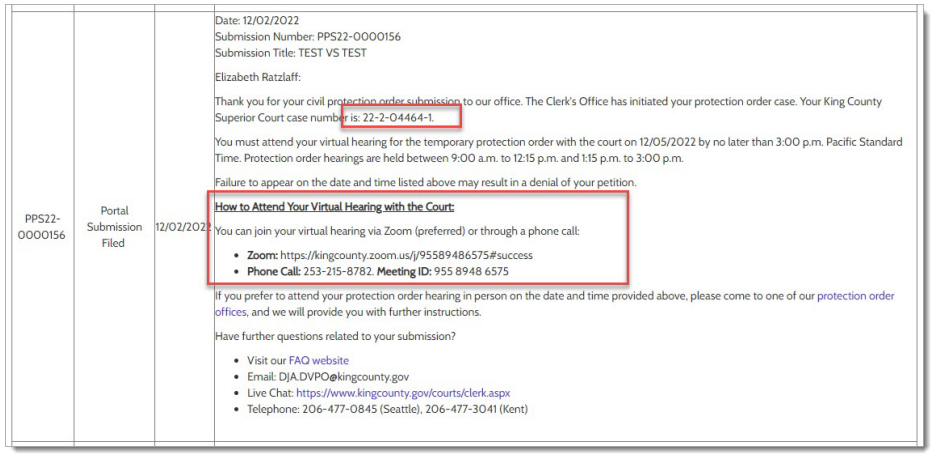
13. Click the **Choose File** button and upload each of the required documents.	
14. If you are requesting that weapons be surrendered as part of your petition, click the **Request weapons be surrendered in your petition** check box. Click **Choose File** to upload the required petition.	
15. Once you have uploaded all required documents, click the blue **Submit for Review** button.	

16. Once your petition is submitted to the Clerk's Office for review, you will see a message with details on next steps. This message will also be sent to your email.



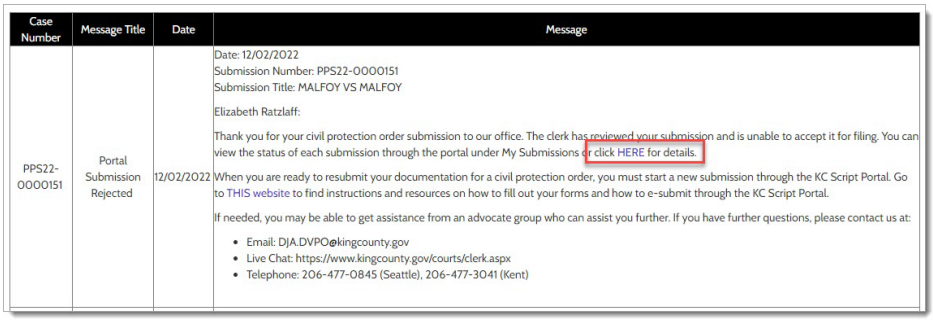
17. After review, the Clerk's Office will either accept or reject your submission.

If your submission is accepted, you will get an email and a message in your portal account with your case number, scheduled hearing time, and information on how to join your virtual hearing.

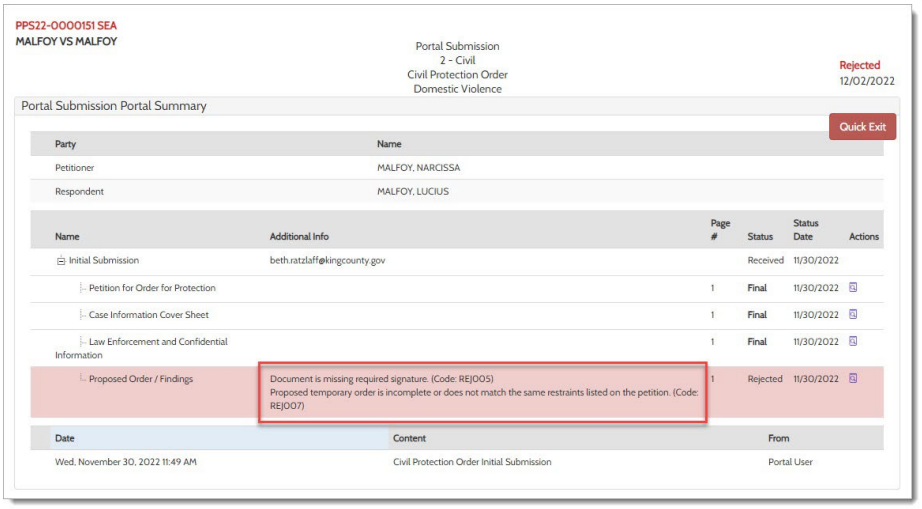


18. *If your submission is rejected*, you will get an email and a message in your portal account with further information on how to proceed. Click the **HERE** link in the email or portal message to review the status of your submission and learn why your submission was rejected.

Once you have corrected the errors, you are free to re-submit your documents.



Case Number	Message Title	Date	Message
PPS22-0000151	Portal Submission Rejected	12/02/2022	Date: 12/02/2022 Submission Number: PPS22-0000151 Submission Title: MALFOY VS MALFOY Elizabeth Ratzlaff: Thank you for your civil protection order submission to our office. The clerk has reviewed your submission and is unable to accept it for filing. You can view the status of each submission through the portal under My Submissions or click HERE for details. When you are ready to resubmit your documentation for a civil protection order, you must start a new submission through the KC Script Portal. Go to THIS website to find instructions and resources on how to fill out your forms and how to e-submit through the KC Script Portal. If needed, you may be able to get assistance from an advocate group who can assist you further. If you have further questions, please contact us at: • Email: DJA.DVPO@kingcounty.gov • Live Chat: https://www.kingcounty.gov/courts/clerk.aspx • Telephone: 206-477-0845 (Seattle), 206-477-3041 (Kent)



PPS22-0000151 SEA
MALFOY VS MALFOY

Portal Submission
2 - Civil
Civil Protection Order
Domestic Violence

Rejected
12/02/2022

Portal Submission Portal Summary

Quick Exit

Party	Name
Petitioner	MALFOY, NARCISSA
Respondent	MALFOY, LUCIUS

Name	Additional Info	Page #	Status	Status Date	Actions
Initial Submission	beth.ratzlaff@kingcounty.gov		Received	11/30/2022	
Petition for Order for Protection		1	Final	11/30/2022	
Case Information Cover Sheet		1	Final	11/30/2022	
Law Enforcement and Confidential Information		1	Final	11/30/2022	
Proposed Order / Findings	Document is missing required signature. (Code: REJ005) Proposed temporary order is incomplete or does not match the same restraints listed on the petition. (Code: REJ007)	1	Rejected	11/30/2022	

Date	Content	From
Wed, November 30, 2022 11:49 AM	Civil Protection Order Initial Submission	Portal User