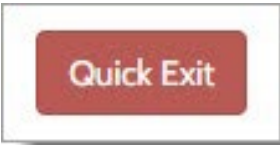
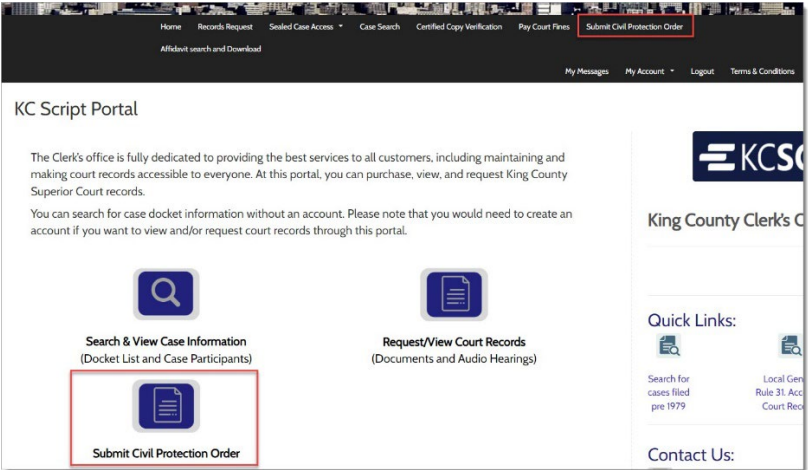
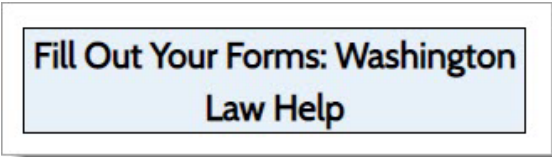



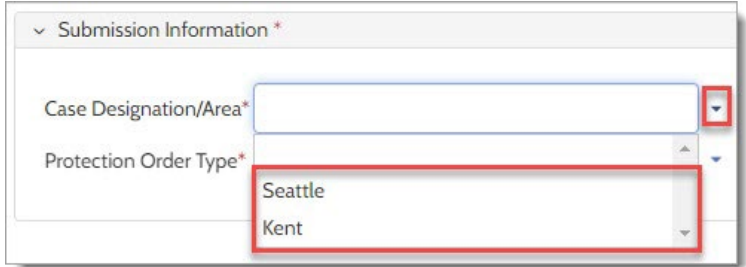
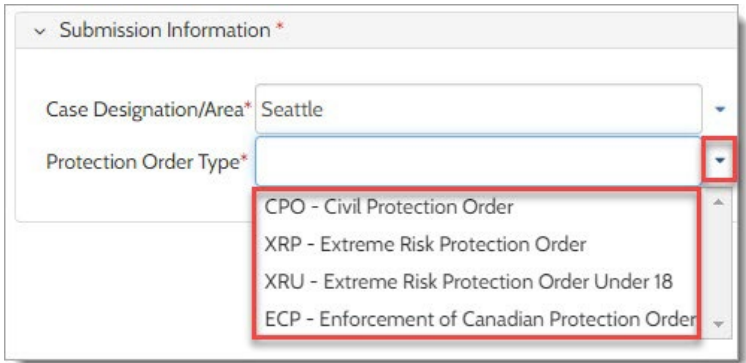
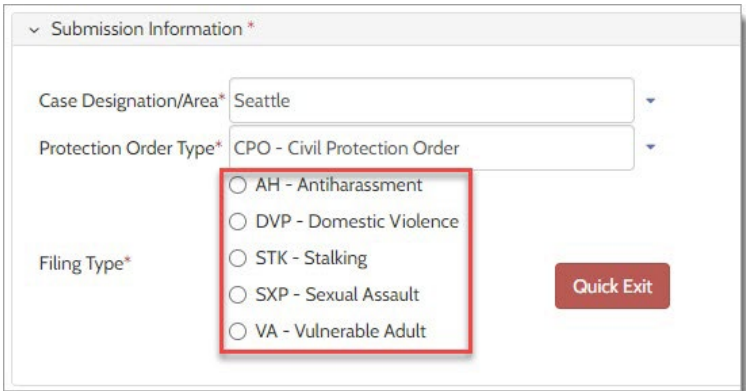
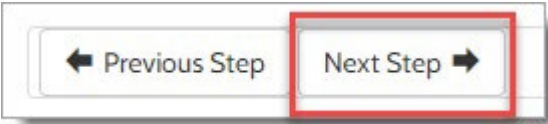


# KC SCRIPT PORTAL QUICK START GUIDE: SUBMITTING A PROTECTION ORDER

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.](#)

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

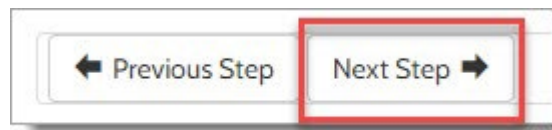
<p>4. Click the blue <b>Proceed to Protection Order Submission Form</b> button.</p>	 <p>Ready to Submit Your Civil Protection Order Petition Forms?  <b>Proceed to Protection Order Submission Form</b></p>
<p>5. Using the dropdown menu, choose your <b>Case Designation/Area</b>.</p>	 <p>Submission Information *  Case Designation/Area* Seattle  Protection Order Type*  Seattle  Kent</p>
<p>6. Using the dropdown menu, choose the <b>Protection Order Type</b>.</p>	 <p>Submission Information *  Case Designation/Area* Seattle  Protection Order Type*  CPO - Civil Protection Order  XRP - Extreme Risk Protection Order  XRU - Extreme Risk Protection Order Under 18  ECP - Enforcement of Canadian Protection Order</p>
<p>7. If CPO is chosen, click the button to choose the <b>Filing Type</b>.</p>	 <p>Submission Information *  Case Designation/Area* Seattle  Protection Order Type* CPO - Civil Protection Order  Filing Type*  <input type="radio"/> AH - Antiharassment  <input type="radio"/> DVP - Domestic Violence  <input type="radio"/> STK - Stalking  <input type="radio"/> SXP - Sexual Assault  <input type="radio"/> VA - Vulnerable Adult  Quick Exit</p>
<p>8. Click the <b>Next Step</b> button.</p>	 <p>← Previous Step    Next Step →</p>

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.

The screenshot shows a web form titled "Petitioner" with a "Quick Exit" button in the top right. On the left, a "Steps" sidebar lists "Submission Information", "Petitioner", "Respondent", and "Documents", with "Petitioner" selected. The main form area contains the instruction "Enter the name of the person who is asking for protection. Only one person's information should be added." Below this are fields for "Party Type" (set to "Petitioner"), "Last Name", "First Name", "Middle Name", and "Name Suffix". A red box highlights these fields. At the bottom, there is a checkbox labeled "File on behalf of the vulnerable adult" with a red arrow pointing to it.

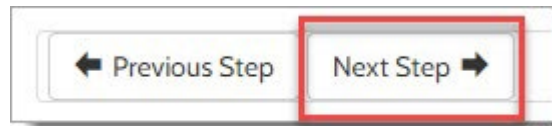
10. Click the **Next Step** button.



11. Enter the respondent's **Last Name** and **First Name**.

The screenshot shows a web form titled "Respondent" with a "Quick Exit" button in the top right. On the left, a "Steps" sidebar lists "Submission Information", "Petitioner", "Respondent", and "Documents", with "Respondent" selected. The main form area contains the instruction "Enter the name of the person who should be restrained. Only one person's information should be added." Below this are fields for "Party Type" (set to "Respondent"), "Last Name", "First Name", "Middle Name", and "Name Suffix". A red box highlights these fields.

12. Click the **Next Step** button.



13. Click the **Choose File** button and upload each of the required documents.

Accepted file types are pdf, doc, docx, and tiff.

Required Initiating Documents

Document Name	PTORPRT - Petition for Order for Protection
Upload Document*	<input type="button" value="Choose File"/> No file chosen

Other Required Documents

Document Name	CICS - Case Information Cover Sheet
Upload Document*	<input type="button" value="Choose File"/> No file chosen
Document Name	LECIF - Law Enforcement and Confidential Information
Upload Document*	<input type="button" value="Choose File"/> No file chosen
Document Name	PROR - Proposed Order / Findings
Upload Document*	<input type="button" value="Choose File"/> No file chosen

Are you requesting weapons to be surrendered? If yes, select checkbox.

> Optional Supporting 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.

Are you requesting weapons to be surrendered? If yes, select checkbox.

Surrender Weapons

Document Name	ORWPN - Order to Surrender Weapon
Upload Document*	<input type="button" value="Choose File"/> No file chosen

> Optional Supporting Documents

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.

### My Recent Messages

Thank you for your submission. You will receive updates or further instructions via My Messages and your email address.

Case Number	Message Title	Date	Message
PPS22-0000156	Portal Submission Received	12/02/2022	<p>Date: 12/02/2022            Submission Number: PPS22-0000156            Submission Title: TEST VS TEST            Elizabeth Ratzlaff:</p> <p>Thank you for the civil protection order submission to our office. The Clerk's Office will review your documents in the order it was received. Once reviewed, you will receive a message via email and through My Messages in your portal account. You can view the status of each submission through the portal under My Submissions or click <a href="#">HERE</a>.</p> <p>Our office will review your submission on the next business day if you submitted your protection order documents outside regular business hours. Our office is open Monday to Friday from 9:00 a.m. to 4:30 p.m. Closed during holidays.</p> <p>Due to court hours and operations, if you submit a protection order petition after 2:15 p.m. during office hours, your temporary protection order hearing may be held on the next business day.</p> <p>We are here to help! Don't hesitate to contact us if you have further questions.            Email: <a href="mailto:DJA.DVPO@kingcounty.gov">DJA.DVPO@kingcounty.gov</a>            Telephone: 206-477-08545 (Seattle), 206-477-3041 (Kent)</p>

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.*

PPS22-0000156	Portal Submission Filed	12/02/2022	<p>Date: 12/02/2022            Submission Number: PPS22-0000156            Submission Title: TEST VS TEST            Elizabeth Ratzlaff:</p> <p>Thank you for your civil protection order submission to our office. The Clerk's Office has initiated your protection order case. Your King County Superior Court case number is: <b>22-2-04464-1</b>.</p> <p>You must attend your virtual hearing for the temporary protection order with the court on 12/05/2022 by no later than 3:00 p.m. Pacific Standard Time. Protection order hearings are held between 9:00 a.m. to 12:15 p.m. and 1:15 p.m. to 3:00 p.m.</p> <p>Failure to appear on the date and time listed above may result in a denial of your petition.</p> <p><b>How to Attend Your Virtual Hearing with the Court:</b></p> <p>You can join your virtual hearing via Zoom (preferred) or through a phone call:</p> <ul style="list-style-type: none"> <li>• Zoom: <a href="https://kingcounty.zoom.us/j/95589486575#success">https://kingcounty.zoom.us/j/95589486575#success</a></li> <li>• Phone Call: 253-215-8782. Meeting ID: 955 8948 6575</li> </ul> <p>If you prefer to attend your protection order hearing in person on the date and time provided above, please come to one of our protection order offices, and we will provide you with further instructions.</p> <p>Have further questions related to your submission?</p> <ul style="list-style-type: none"> <li>• Visit our <a href="#">FAQ website</a></li> <li>• Email: <a href="mailto:DJA.DVPO@kingcounty.gov">DJA.DVPO@kingcounty.gov</a></li> <li>• Live Chat: <a href="https://www.kingcounty.gov/courts/clerk.aspx">https://www.kingcounty.gov/courts/clerk.aspx</a></li> <li>• Telephone: 206-477-0845 (Seattle), 206-477-3041 (Kent)</li> </ul>
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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	<p>Date: 12/02/2022            Submission Number: PPS22-0000151            Submission Title: MALFOY VS MALFOY            Elizabeth Ratzlaff:</p> <p>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 <a href="#">click HERE for details.</a></p> <p>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 <a href="#">THIS website</a> to find instructions and resources on how to fill out your forms and how to e-submit through the KC Script Portal.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Email: <a href="mailto:DJA.DVPO@kingcounty.gov">DJA.DVPO@kingcounty.gov</a></li> <li>• Live Chat: <a href="https://www.kingcounty.gov/courts/clerk.aspx">https://www.kingcounty.gov/courts/clerk.aspx</a></li> <li>• Telephone: 206-477-0845 (Seattle), 206-477-3041 (Kent)</li> </ul>

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