



KC 文本门户网站快速入门指南： 申请免除后续归档费用

此快速入门指南将说明如何提交 EPVC 申请，以请求免除后续归档、修改或反对迁移的费用。

附注：需要一个现有的金郡高等法院案件编号才能向 Ex Parte via the Clerk 进行提交。要获得启动案件方面的帮助，请在 [KC 文本门户网站说明](#) 页面上查看“通过电子方式归档新案件快速入门指南”。

1. 点击顶部导航栏中的“E-Filing”（电子归档）。



2. 点击“Ex Parte via the Clerk”按钮。



3. 输入您的“**case number**”（案件编号）。

然后点击“**Search**”（搜索）按钮。

Case Search for Submitting Ex Parte

Case Number*

4. 点击“**Build Ex Parte Submission**”（创建 Ex Parte 提交）超链接。

Case Number	Case Name	Case Filing Date	Case Status	Action
24-2-00489-1	KING COUNTY vs DJA	08/21/2024	Active	Build Ex Parte Submission

Results 1 - 1

5. 您可以在“**Submission Title**”（提交标题）框中选择对您的提交进行命名。

该步骤并非强制步骤，但命名后可以更方便地在网站中识别和区分您的提交。

Submission Title*

You may leave the default name or rename your request for future reference (such as "Mom and Dad's Probate").

6. 根据需要验证或添加您的“**Contact Information**”（联系信息）。系统会根据您的网站帐户信息自动填充该信息。

然后点击“**Next Step**”（下一步）按钮。

▼ Contact Information

Case Number*

Business Name

First Name*

Last Name*

Email*

Phone*

➔

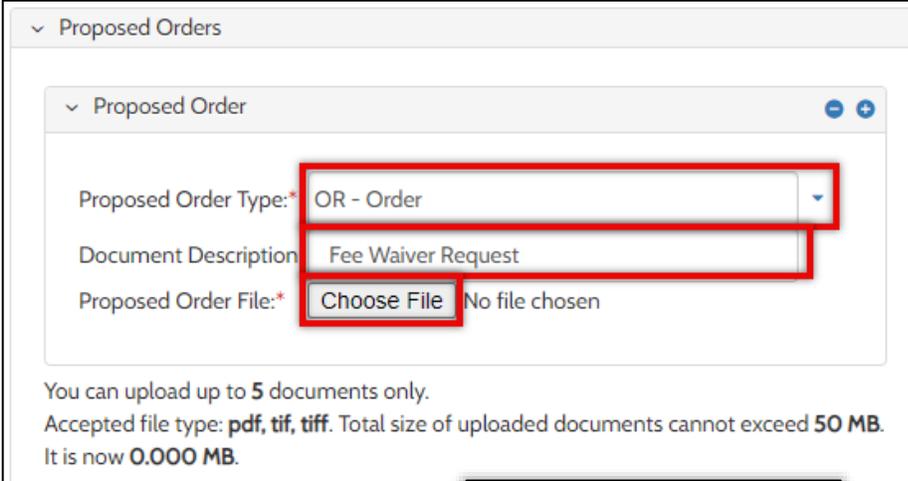
7. 从“**Proposed Order Type**”（提议订单类型）下拉菜单中，选择“**OR – Order**”（或 – 订单）。

在“**Document Description**”（文档描述）方框中，输入“**Fee Waiver Request**”（费用免除申请）。

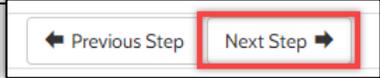
点击“**Choose File**”（选择文件）按钮，上传一份您的

《免除民事费用及相关附加费的命令》的 pdf、tif 或 tiff 格式文件。若要下载此表格，请浏览[此华盛顿法院网页](#)。

然后点击“**Next Step**”（下一步）按钮。

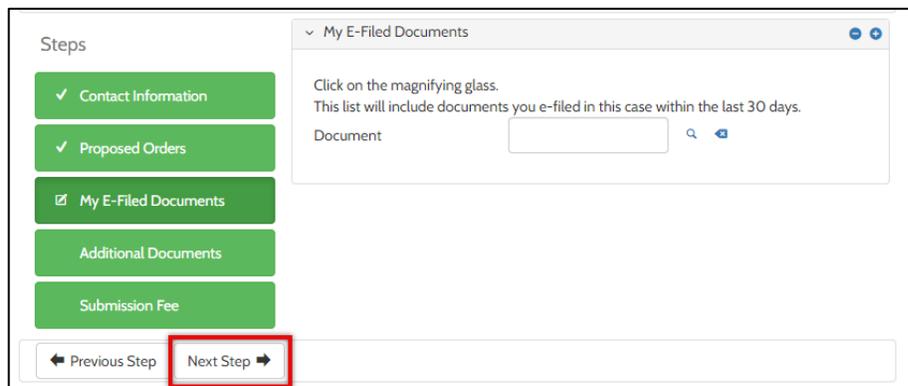


The screenshot shows a web form titled "Proposed Orders". Inside, there is a sub-section "Proposed Order" with three fields: "Proposed Order Type:*" with a dropdown menu set to "OR - Order", "Document Description" with the text "Fee Waiver Request", and "Proposed Order File:*" with a "Choose File" button and the text "No file chosen". Below the form, there is a message: "You can upload up to 5 documents only. Accepted file type: pdf, tif, tiff. Total size of uploaded documents cannot exceed 50 MB. It is now 0.000 MB." The "Choose File" button and the "Next Step" button in the navigation bar below are highlighted with red boxes.



The navigation bar contains two buttons: "Previous Step" with a left-pointing arrow and "Next Step" with a right-pointing arrow. The "Next Step" button is highlighted with a red box.

8. 无需上传之前提交的文档。点击“**Next Step**”（下一步）按钮。



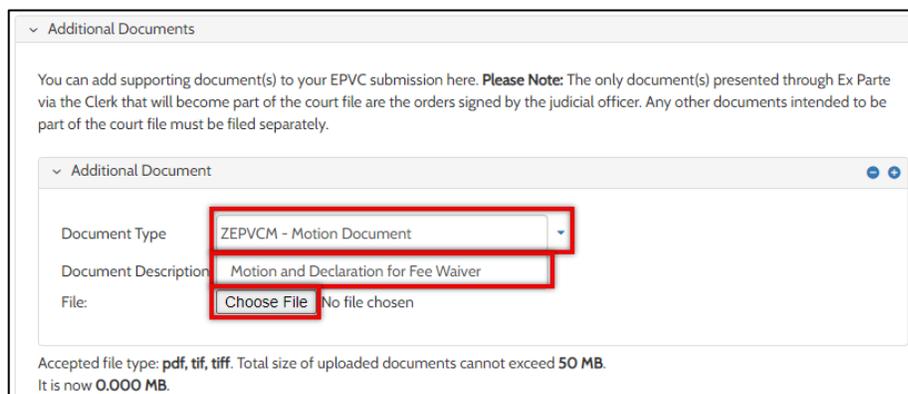
The screenshot shows a 'Steps' sidebar on the left with five items: 'Contact Information', 'Proposed Orders', 'My E-Filed Documents', 'Additional Documents', and 'Submission Fee'. The 'Next Step' button at the bottom of the sidebar is highlighted with a red box. To the right, a window titled 'My E-Filed Documents' is open, showing instructions to click on a magnifying glass and a search bar.

9. 需要额外的文档来支持您后续归档/修改/反对迁移的费用免除申请。

从“**Document Type**”（文档类型）下拉菜单中，选择“**ZEPVCM – Motion Document**”（ZEPVCM – 动议文档）。

在“**Document Description**”（文档描述）方框中，输入“**Motion and Declaration for Fee Waive**”（费用免除动议和声明）。

点击“**Choose File**”（选择文件）按钮，上传一份您动议的 pdf、tif 或 tiff 格式文件。



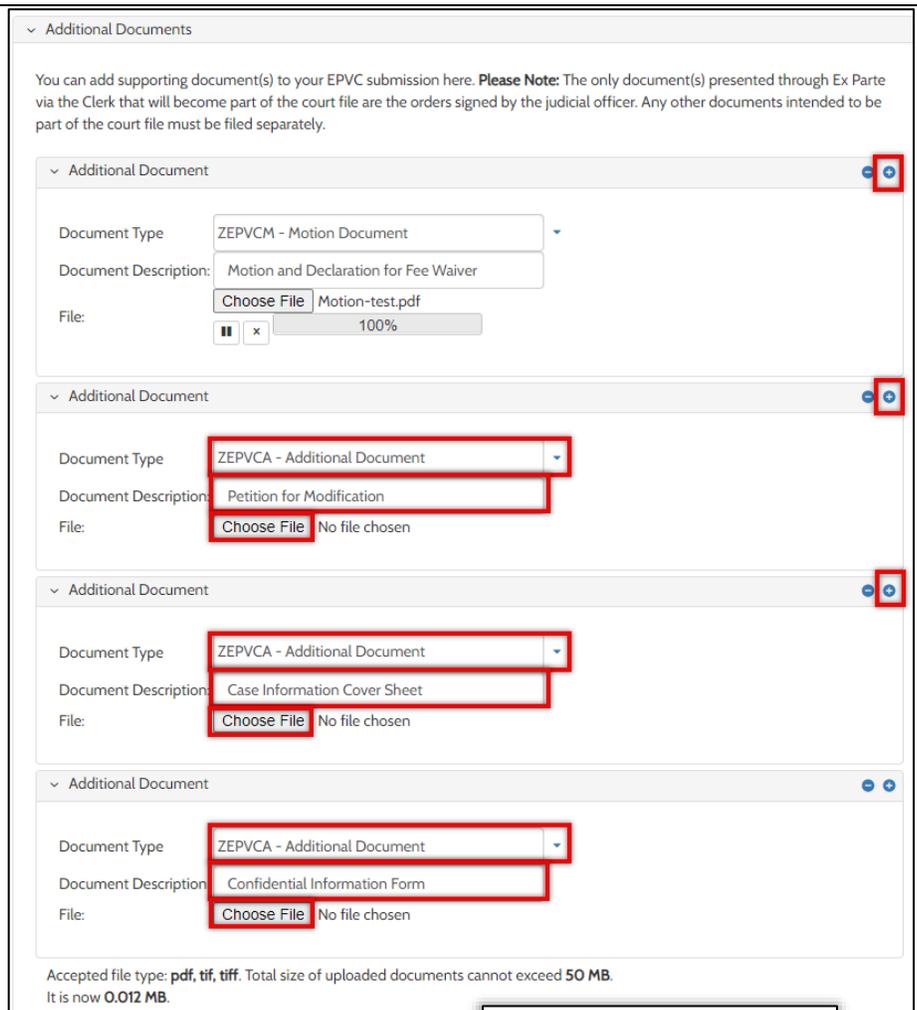
The screenshot shows the 'Additional Documents' section. It includes a note about supporting documents and a 'Please Note' warning. Below, there is a form for adding a document. The 'Document Type' dropdown is set to 'ZEPVCM - Motion Document'. The 'Document Description' field contains 'Motion and Declaration for Fee Waiver'. The 'File' field shows a 'Choose File' button and 'No file chosen'. The 'Next Step' button at the bottom is highlighted with a red box. At the bottom of the form, it states: 'Accepted file type: pdf, tif, tiff. Total size of uploaded documents cannot exceed 50 MB. It is now 0.000 MB.'

10. 您还需要上传收费文档和要求的任何其他文档。

可使用加号和减号按钮来添加或删除其他文档。

附注：提交修改或反对迁移申请时，请附上案件信息封面和保密信息表。

然后点击“**Next Step**”（下一步）按钮。

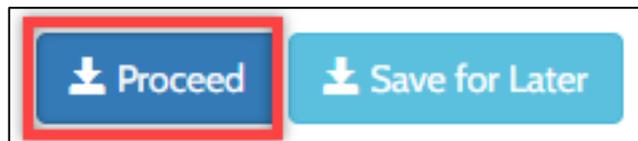


11. 选择第二个复选框以请求费用免除。从“**Fee Waiver Type**”（费用免除类型）下拉菜单中，选择“**Court or Clerk fee waiver already on file**”（已归档的法院或书记员费用免除）。



12. 点击“**Proceed**”（继续）按钮。进行该操作后，您将来到“**Ex Parte via the Clerk Submissions**”（通过书记官单方面提交）页面，您会在这里看到一条通知，告知系统已经收到了您的EPVC提交项。

附注：您随时可以点击“**Save for Later**”（保存备用）按钮。返回时，您可以这样查看自己保存的提交：展开“**My Account**”（我的帐户）下拉菜单，点击您的姓名，然后点击“**My Unsubmitted Drafts**”（我的未提交草稿）选项卡。



Ex Parte via the Clerk Submissions

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

Submission Number	Case Number	Date Submitted	Status	Expedited
EPVC24-000140	23-4-00016-9	10/22/2024	Active (Fee Waiver Under Review)	

My Messages My Account ▼ Logout Tem

My Account

View My Cart My Payments **My Unsubmitted Drafts** Password Draw Down

- Saved Filings

Reference No	Submission Title	Type
28871	Case_33	Submission

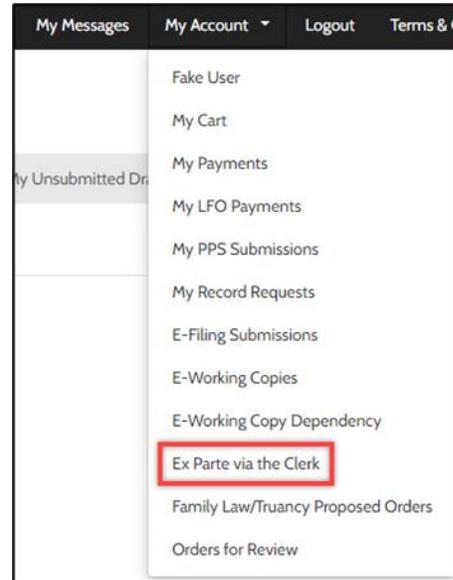
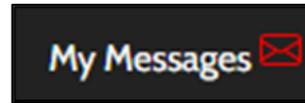
- Fake User**
- My Cart
- My Payments
- My LFO Payments
- My PPS Submissions
- My Record Requests
- E-Filing Submissions

13. 系统收到您的提交后，会通过电子邮件和“**My Messages**”（我的信息）向您发出通知。

您还可以这样查看自己的提交：展开“**My Account**”（我的帐户）下拉菜单，点击“**Ex Parte Via the Clerk**”。

您可以点击这里的“**Submission Number**”（提交编号）超链接，查看每项提交的详情，其中包括您提交文档的图片。

法院收到您的订单后，您将通过电子邮件和“**My Messages**”（我的信息）收到结果通知。



Ex Parte via the Clerk Submissions

Submission Number	Case Number	Date Submitted	Status	Expedited
EPVC24-000140	23-4-00016-9	10/22/2024	Active (Fee Waiver Under Review)	

Ex Parte Submission Summary

Submission

Submission Number	Date Submitted	Submission Status	Expedited	Case Number	Case Location
EPVC24-000140	10/22/2024	Active (Fee Waiver Under Review)	No	23-4-00016-9	SEA

Proposed Orders

Name	Type	Extra Info	Status	Image
Declaration.pdf	Other		JO Doc Pending Review	

Supporting Documents

Document Name	Extra Info	Image
AFAffidavit.pdf		
OROrder.pdf		

Contact Persons

Business Name	First Name	Last Name	Email	Phone
Fake	Fake	User	ashbaker@kingcounty.gov	595-959-5959

Payment Information

Date	Fee Item	Receipt #	Amount	Paid	Balance
10/22/2024	1597 - Fee, Ex Parte Service			\$0.00	