



## KC 文本入口網站快速入門指南： 透過書記員單方面提交命令

此快速入門指南將說明如何「透過書記官單方面」(EPVC) 向法庭提交擬議命令和證明文件。

**附註：** 透過書記官單方面提交需要現有的 King County 高等法院案件編號。如需提起訴訟方面的協助，請參閱 [KC 文本入口網站說明](#) 頁面中的《關於透過 E-Filing 提起新訴訟的快速入門指南》。

### 附註：透過 EPVC

提交的方式可以提交已存檔的文件。在開始此過程之前，請務必提交您可能想要包含的所有文件。如需在現有案件中提交文件方面的協助，請參閱 [KC 文本入口網站說明](#) 頁面中的《關於在現有案件中線上提交文件的快速入門指南》。

如需有關 EPVC 的更多指導，請參閱 [透過書記員單方面](#) 頁面和 [《單方面動議和聽證會手冊》](#)

1. 選取頂部導覽欄中的「E-Filing」。

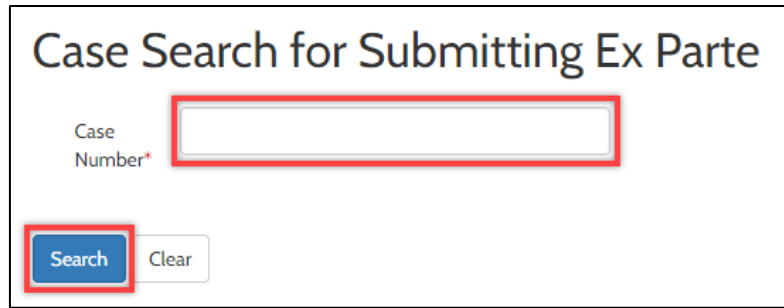


2. 選取「Ex Parte via the Clerk」（透過書記官單方面）按鍵。



3. 輸入您的「**Case Number**」（案件編號）。

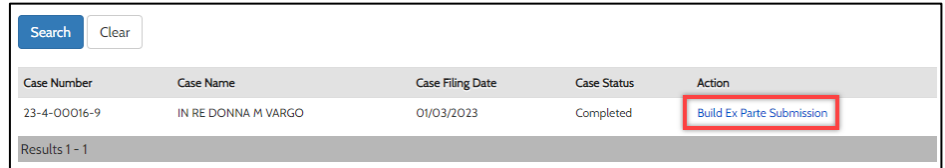
然後選取「**Search**」（搜尋）按鍵。



### Case Search for Submitting Ex Parte

Case Number\*

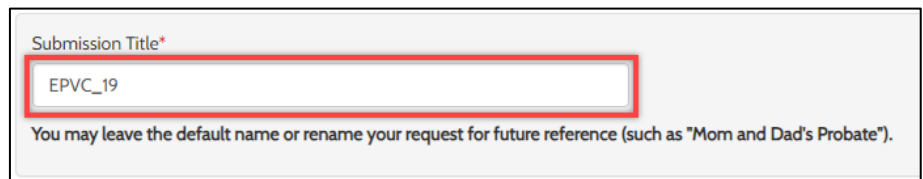
4. 選取「**Build Ex Parte Submission**」（建立單方面提交項）超連結。



| Case Number  | Case Name           | Case Filing Date | Case Status | Action                                    |
|--------------|---------------------|------------------|-------------|---|
| 23-4-00016-9 | IN RE DONNA M VARGO | 01/03/2023       | Completed   | <a href="#">Build Ex Parte Submission</a> |

Results 1 - 1

5. 在「**Submission Title**」（提交項標題）方塊中，您可以選擇為提交項命名。這並非強制要求，但便於識別和區分您在入口網站中提交的內容。

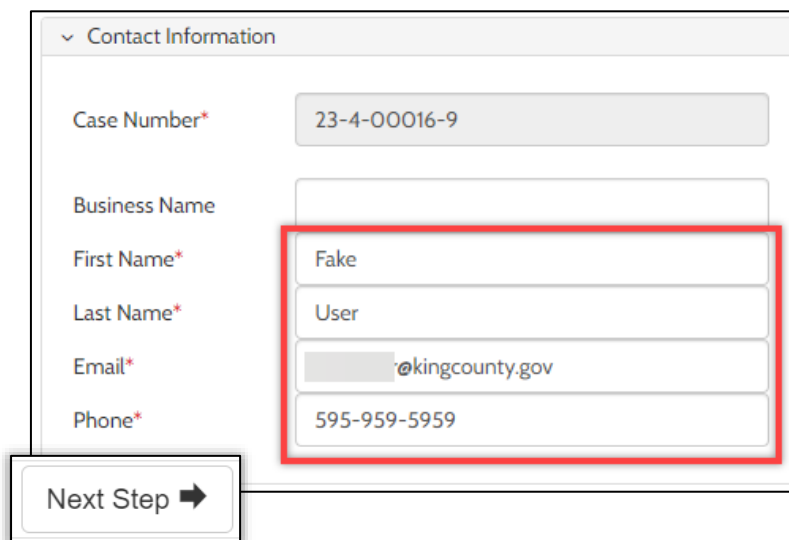


Submission Title\*

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

6. 必要時，核對或新增「**Contact Information**」（聯絡資訊）。這些資訊將從您的入口網站資訊自動填入。

然後選取「**Next Step**」（下一步）按鍵。



#### ▼ Contact Information

Case Number\*

Business Name

First Name\*

Last Name\*

Email\*

Phone\*

➔

7. 要提交擬議命令，請選擇「**Order Type**」（命令類型）。

您可以選擇輸入

「**Document Description**」（文件描述）。

選取「**Choose File**」（選擇檔案）按鍵並上傳擬議命令的 pdf、tif 或 tiff 檔案。

使用加號和減號按鍵以新增或移除其他擬議命令。

然後選取「**Next Step**」（下一步）按鍵。

Proposed Order

Proposed Order Type\*

Document Description

Upload File\* Choose File No file chosen

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 0.011 MB.

Use the *plus* and *minus* sign buttons to add or remove additional documents.

Previous Step Next Step

8. 若要提交您先前已存檔的文件，請選擇**放大鏡**圖示，然後從快顯視窗的清單中選擇所需的文件。

使用加號和減號按鍵以新增或移除其他存檔的文件。

然後選取「**Next Step**」（下一步）按鍵。

My E-Filed Documents

Click on the magnifying glass.  
This list will include documents you e-filed in this case within the last 30 days.

Document

Search

Click to select document in results. If no results found, you have not filed any documents to the case.

Results 1 - 3

| Sub Number | Date Filed | Name   | Additional Info |
|------------|------------|--|-----------------|
| 10         | 09/27/2024 | Notice of Hearing                                |                 |
| 9          | 09/27/2024 | Motion   |                 |
| 8          | 09/27/2024 | Affidavit / Declaration / Certificate Of Service |                 |

Previous Step Next Step

9. 若要提交其他未存檔到案件中的文件，請選取「**Document Type**」（文件類型）。

您可以選擇輸入「**Document Description**」（文件描述）。

選取「**Choose File**」（選擇檔案）按鍵並上傳 pdf、tif 或 tiff 檔案。

使用加號和減號按鍵以新增或移除其他文件。

然後選取「**Next Step**」（下一步）按鍵。

Additional Documents

You can add supporting document(s) to your EPVC submission. The documents uploaded here will not be filed. Any other documents intended to be part of the court file must be filed separately.

Additional Document

Document Type

Document Description

Upload File Choose File No file chosen

Accepted file type: pdf, tif, tiff. Total size of uploaded documents cannot exceed 50 MB. It is now 0.011 MB.

Use the plus and minus sign buttons to add or remove additional documents.

Previous Step Next Step

10. EPVC 提交需要支付標準費用。

如果您不希望加快提交速度或要求減免費用，請跳至步驟 11。

如果您希望加快提交速度，請選取第一個核取方塊。這將為該提交項增加額外的費用。

如果您要求減免費用或已獲准減免，請選取第二個核取方塊。然後選擇適當的「**Fee Waiver Type**」（費用減免類型）。對於新的費用減免要求，系統將提示您上傳所需的文件。

選取「**Instructions For Clerk's Fee Waiver**」（書記員費用減免）超連結，詳細了解相關流程並存取申請表。

I want to expedite this submission for an additional fee.

Do you want to ask the court to waive the submission fee?

There is an e-commerce transaction fee assessed for credit cards.  
Ex Parte Services Fee: [REDACTED]

I want to expedite this submission for an additional fee.

Do you want to ask the court to waive the submission fee?  
[Instructions For Clerk's Fee Waiver](#)

Fee Waiver Type

- Guardianship assets less than \$3,000
- Court or Clerk fee waiver already on file
- Clerk's Office fee waiver request with Benefit Award Letter
- Clerk's Office fee waiver request with Financial Declaration

I want to expedite this submission for an additional fee.

Do you want to ask the court to waive the submission fee?  
[Instructions For Clerk's Fee Waiver](#)

Fee Waiver Type: Clerk's Office fee waiver request with Benefit Award Letter

Request Form

Fee Waiver Affidavit\*  No file chosen

Benefit Award Letter\*  No file chosen

Accepted file type: pdf, tif, tiff. Total size of uploaded documents cannot exceed 50 MB. It is now 0.011 MB.

I want to expedite this submission for an additional fee.

Do you want to ask the court to waive the submission fee?  
[Instructions For Clerk's Fee Waiver](#)

Fee Waiver Type: Clerk's Office fee waiver request with Financial Declaration

Request Form

Fee Waiver Affidavit\*  No file chosen

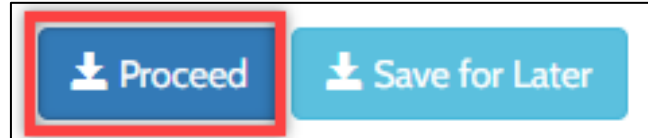
Financial Declaration Form  No file chosen

Accepted file type: pdf, tif, tiff. Total size of uploaded documents cannot exceed 50 MB. It is now 0.011 MB.

11. 選取「**Proceed**」（繼續）按鍵。除非您已要求減免費用或已提交費用減免申請，否則這會將 EPVC 提交項新增至您的購物車，然後便可在其中完成付款流程。\*

如果您已要求減免費用或已提交了費用減免申請，這會將您重新導向至「**Ex Parte via the Clerk Submissions**」（透過書記官單方面提交）頁面，您將在其中看到一則通知，告知已收到了您的 EPVC 提交內容。

附註：您隨時可以選取「**Save for Later**」（儲存以供稍後使用）按鍵。返回後，您可以透過展開「**My Account**」（我的帳戶）下拉式選單並選取您的姓名，然後選取「**My Unsubmitted Drafts**」（我未提交的草稿）標籤頁來存取已儲存的提交內容。



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 Account

My Messages My Account Logout

Imaginary User

My Cart

My Payments

Records Requests

E-Filing Submissions

E-Working Copies

E-Working Copy Dependency

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

- Saved Filings

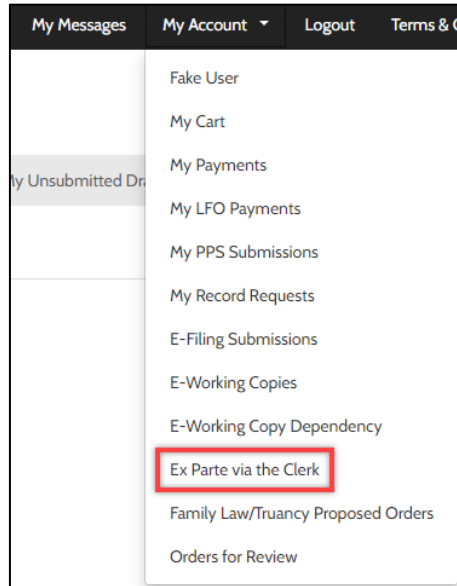
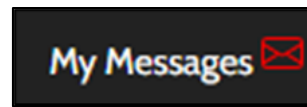
| Reference No | Submission Title | Type       |
|--------------|------------------|------------|
| 7310         | NewCV_29         | Submission |

12. 提交的文件被接收後，您將會透過電子郵件和「**My Messages**」（我的訊息）收到通知。

您還可以透過展開「**My Account**」（我的帳戶）下拉式選單並選取「**Ex Parte Via the Clerk**」（透過書記官單方面）來查閱您的提交內容。

您可以在其中選取「**Submission Number**」（提交編號）超連結以查看每次提交的詳細資訊，包括您所提交的文件圖像。

待法院審核您的擬議命令後，您將會透過電子郵件和「**My Messages**」（我的訊息）收到結果通知。



### Ex Parte via the Clerk Submissions

| Submission Number             | Case Number  | Date Submitted | Status                           | Expedited |
|-------------------------------|--------------|----------------|----------------------------------|-----------|
| <a href="#">EPVC24-000140</a> | 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       | 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       |

\*有關付款流程的說明，請參閱[KC 文本入口網站說明](#)頁面中的《購買服務快速入門指南》。