



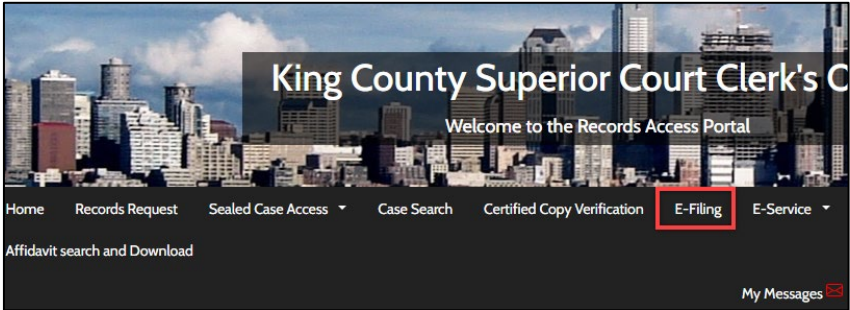

# KC SCRIPT PORTAL QUICK START GUIDE: SUBMIT ORDERS TO EX PARTE VIA THE CLERK

This quick start guide will show you how to submit a proposed order and supporting documents to Ex Parte via the Clerk (EPVC).

**NOTE:** An existing King County Superior Court case number is required to submit to Ex Parte via the Clerk. For assistance initiating a case, see our File a New Case via E-Filing Quick Start Guide on the [KC Script Portal Instructions](#) page.

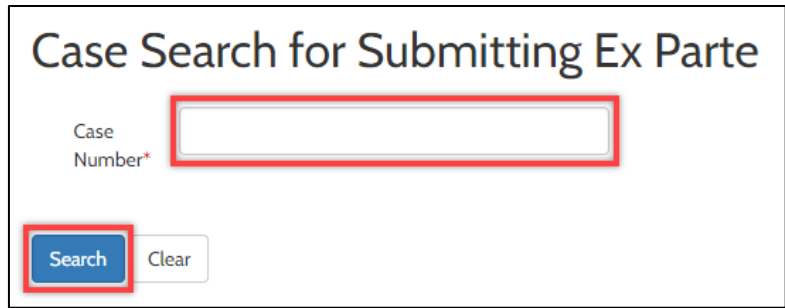
**NOTE:** EPVC submissions will allow you to include already-filed documents. Be sure to file any documents you may want to include before beginning this process. For assistance filing documents into an existing case, see our E-File Documents Into An Existing Case Quick Start Guide on the [KC Script Portal Instructions](#) page.

For more guidance on EPVC, refer to our [Ex Parte via the Clerk](#) page and the [Ex Parte Motions and Hearings Manual](#)

<p>1. Select <b>E-Filing</b> in the top navigation bar.</p>	
<p>2. Select the <b>Ex Parte via the Clerk</b> button.</p>	

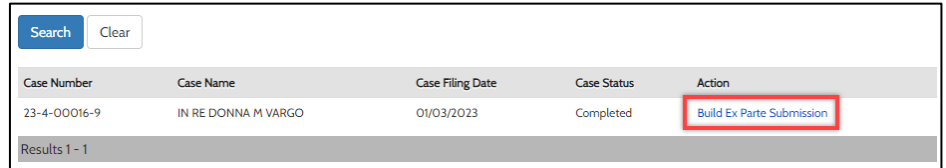
3. Enter your **case number**.

Then select the **Search** button.



The screenshot shows a form titled "Case Search for Submitting Ex Parte". It features a text input field for "Case Number\*" which is highlighted with a red box. Below the input field are two buttons: "Search" (highlighted with a red box) and "Clear".

4. Select the **Build Ex Parte Submission** hyperlink.

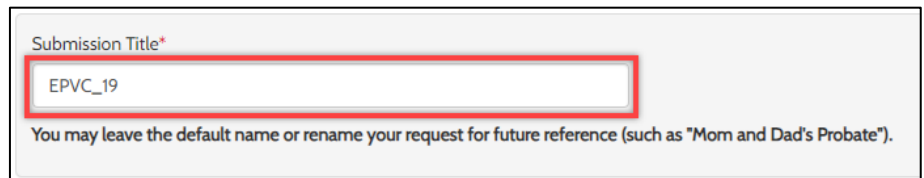


The screenshot shows a table with search results. The "Build Ex Parte Submission" link in the "Action" column is highlighted with a red box.

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

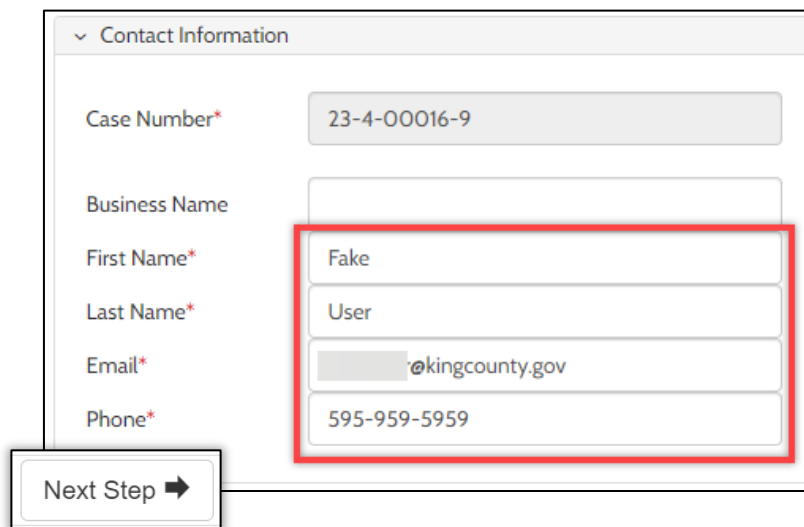
5. You may choose to name your submission in the **Submission Title** box. This is not required but will make it easier to identify and differentiate your submissions in the portal.



The screenshot shows a form with a "Submission Title\*" input field containing the text "EPVC\_19", which is highlighted with a red box. Below the input field is a note: "You may leave the default name or rename your request for future reference (such as 'Mom and Dad's Probate').".

6. Verify or add your **Contact Information** as needed. This will auto-populate from your Portal Account information.

Then select the **Next Step** button.



The screenshot shows a "Contact Information" form with several fields. The "First Name\*" field contains "Fake" and the "Last Name\*" field contains "User", both highlighted with a red box. Other fields include "Case Number\*" (23-4-00016-9), "Business Name", "Email\*" (ending in @kingcounty.gov), and "Phone\*" (595-959-5959). A "Next Step" button with a right-pointing arrow is located below the form.

7. To submit a proposed order, select the **Order Type**.

You may choose to enter a **Document Description**.

Select the **Choose File** button and upload a pdf, tif, or tiff file of your proposed order.

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

Then select the **Next Step** button.

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. To submit a document that you have previously filed, select the **magnifying glass** icon and select the desired document from the list on the pop-up window.

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

Then select the **Next Step** button.

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	08/27/2024	Motion	
8	08/27/2024	Affidavit / Declaration / Certificate Of Service	

Previous Step Next Step

9. To submit an additional document that will NOT be filed into your case, select the **Document Type**.

You may choose to type in a **Document Description**.

Select the **Choose File** button and upload a pdf, tif, or tiff file.

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

Then select the **Next Step** button.

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  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. You will be asked to pay a standard fee for your EPVC Submission.

If you do not wish to expedite your submission or request a fee waiver, skip to step 11.

If you wish to expedite your submission, select the first **check box**. This will add an additional fee to the submission.

If you would like to request a fee waiver or already have an approved waiver, select the second **check box**. Then select the appropriate **Fee Waiver Type**. For new fee waiver requests, you will be prompted to upload required documentation.

Select the **Instructions For Clerk's Fee Waiver** hyperlink to learn more about the process and access the request form.

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

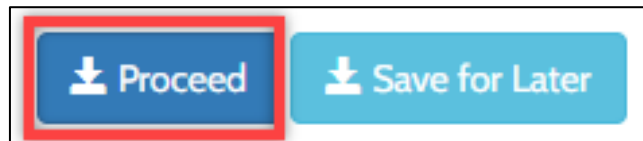
Financial Declaration Form\*  No file chosen

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

11. Select the **Proceed** button. Unless you requested or submitted a fee waiver, this will add the EPVC submission to your cart, where you can complete the payment process.\*

If you requested or submitted a fee waiver, this will re-direct you to the **Ex Parte via the Clerk Submissions** page, where you will see a notification that your EPVC Submission has been received.

**NOTE:** At any time, you can select the **Save for Later** button. When you return, you can access your saved submission by expanding the **My Account** drop-down menu and selecting **your name**, then selecting the **My Unsubmitted Drafts** tab.



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

### My Account

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

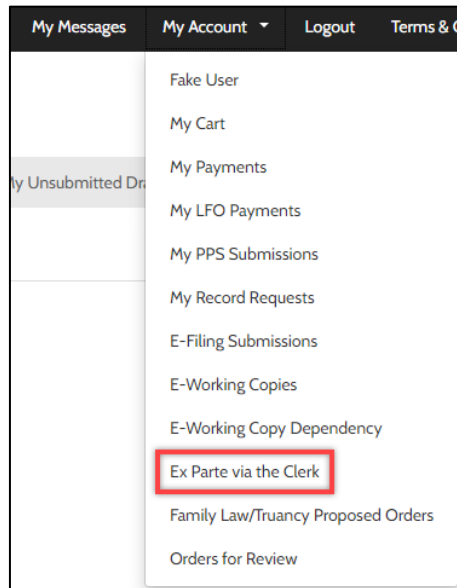
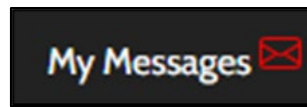
Reference No	Submission Title	Type
7310	NewCv_29	Submission

12. When your submission has been received, you will be notified via email and **My Messages**.

You can also review your submission by expanding the **My Account** drop-down menu and selecting **Ex Parte Via the Clerk**.

From there, you can select the **Submission Number** hyperlink to see the details of each submission, including images of the documents you submitted.

Once the Court has reviewed your proposed order(s), you will be notified of the outcome via email and **My Messages**.



### 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
EPVC25-000470	11/17/2025	Active	No	25-3-20861-7	SEA

Proposed Orders

Name	Type	Extra Info	Status	Image	Note
Ordertest.pdf	Order		JO Doc Pending Review		You will be able to view your order after a judicial officer has reviewed it.

Supporting Documents

Document Name	Extra Info	Image
Declarationtest.pdf		

Contact Persons

Business Name	First Name	Last Name	Email	Phone
	Tester5-TEST	DJA (Public User)	djatester@gmail.com	206-221-2121

Payment Information

Date	Fee Item	Receipt #	Amount	Paid	Balance
11/17/2025	1597 - Fee, Ex Parte Service	2561549PT	\$30.00	\$30.00	\$0.00

\*For instructions on the payment process, see our Making a Purchase Quick Start Guide on the [KC Script Portal Instructions](#) page.