



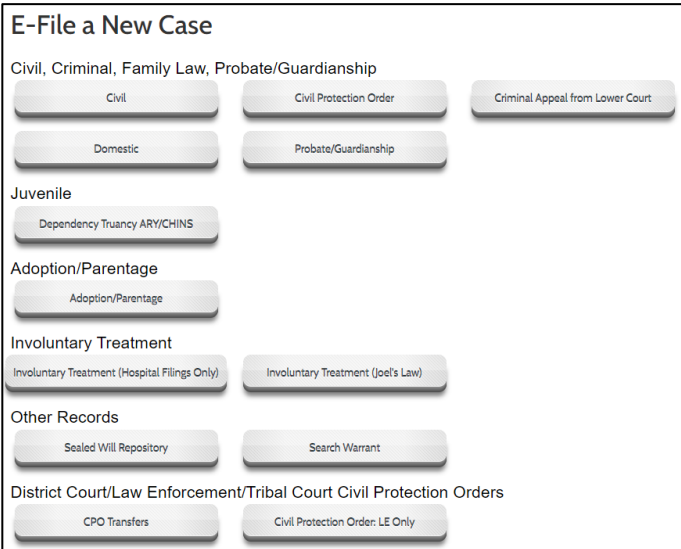


KC 文本入口網站快速入門指南： 透過 E-Filing 提起新訴訟

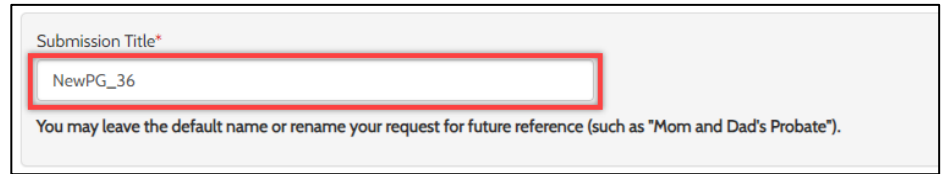
此快速入門指南將說明如何：

- 透過 E-Filing 提交必要立案文件提起訴訟
- 存取您在提起訴訟後可能收到的由法院發布的任何文件（例如案件審理時間表、通知等）（若適用）

提起新訴訟

<p>1. 選取頂部導覽欄中的「E-Filing」。</p>	
<p>2. 選取「File a New Case」（提起新訴訟）按鍵。</p>	
<p>3. 選擇您想要提起「Case Type」（案件類型）的按鍵。</p>	

4. 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。

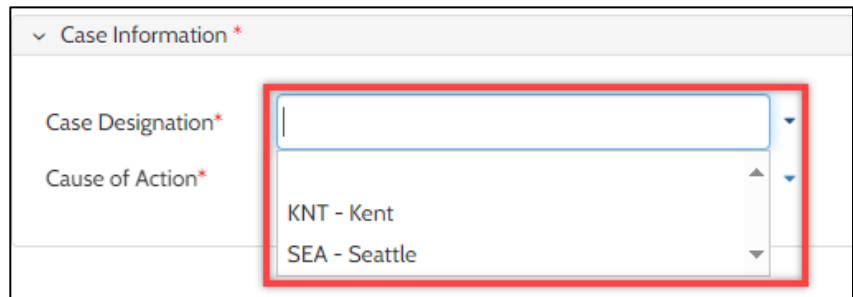


Submission Title*

NewPG_36

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

5. 選取「**Case Designation**」(訴訟地點)。



Case Information *

Case Designation*

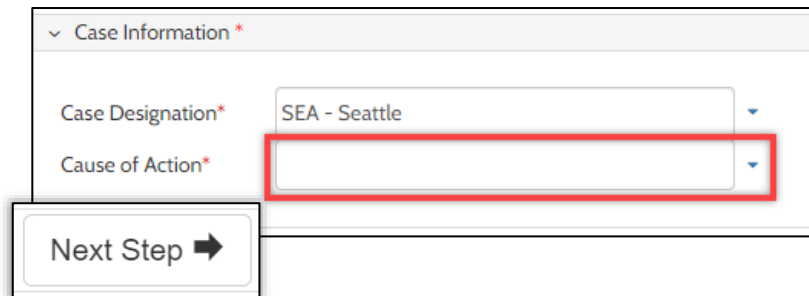
Cause of Action*

KNT - Kent

SEA - Seattle

6. 選取「**Cause of Action**」(訴訟事由)。

然後選取「**Next Step**」(下一步) 按鍵。



Case Information *

Case Designation* SEA - Seattle

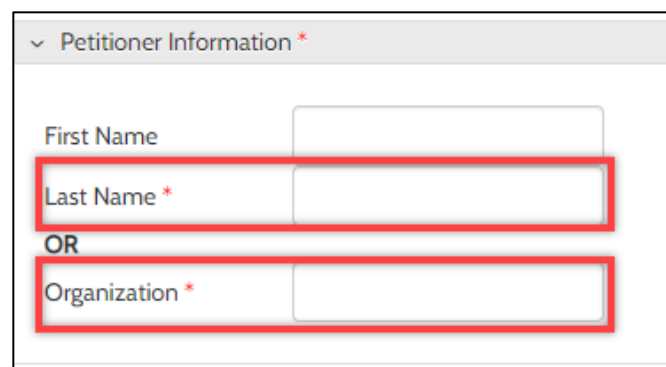
Cause of Action*

Next Step →

7. 輸入當事人資訊。輸入個人資訊時, 請輸入「**First Name**」(名字) 和「**Last Name**」(姓氏)。必須填寫「**Last Name**」(姓氏) 欄位。

輸入公司或其他實體的資訊時, 請使用「**Organization**」(組織) 欄位。

然後選取「**Next Step**」(下一步) 按鍵。



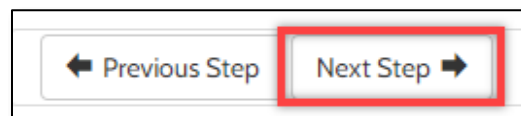
Petitioner Information *

First Name

Last Name *

OR

Organization *

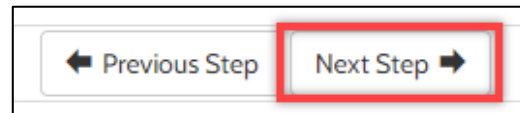
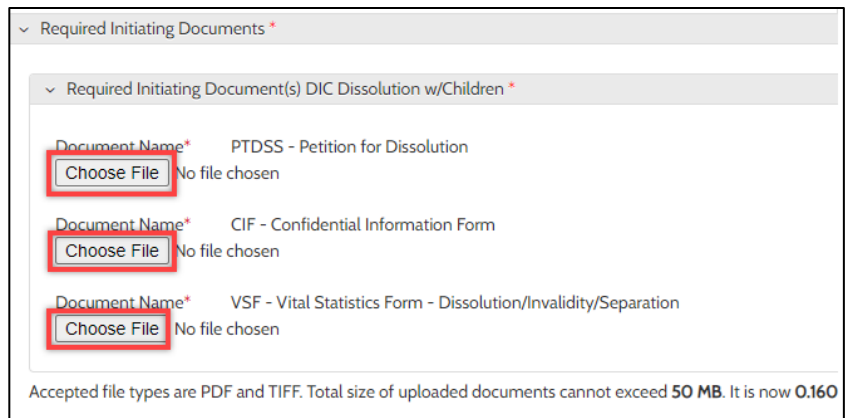


← Previous Step

Next Step →

8. 對於必要的立案文件，選取「**Choose File**」（選擇檔案）按鍵並上傳 pdf、tif 或 tiff 檔案。

然後選取「**Next Step**」（下一步）按鍵。

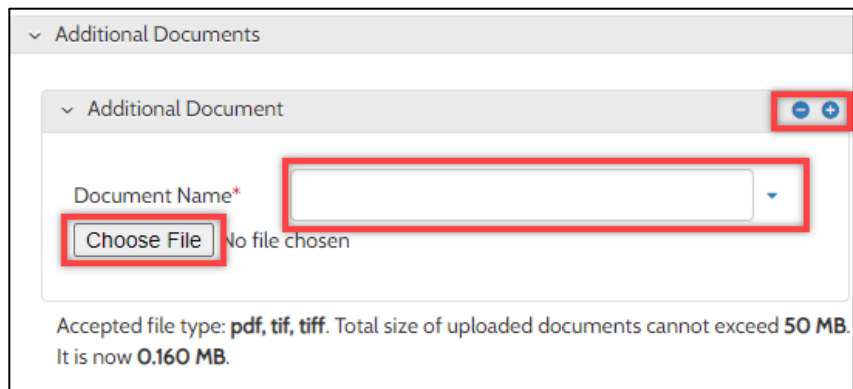


9. 您可以選擇提交其他文件。為此，可選取「**Choose File**」（選擇檔案）按鍵並上傳 pdf、tif 或 tiff 檔案。展開「**Document Type**」（文件類型）下拉式選單，然後為您要提交的文件選擇正確的編碼和標題。

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。



10. 如果您沒有看到「Filing Fee」（申請費）頁面，則表示您選擇的訴訟事由不需要支付費用，您可以跳過此步驟。

如果您能看到「Filing Fee」（申請費）頁面，但不想要求減免申請費，請選取「**Next Step**」（下一步）按鍵。

如果您想請求減免申請費，請選取「**Do you want to ask the court to waive the filing fee?**」（您想請求法院免除申請費嗎？）旁邊的核取方塊，然後上傳必要文件。

您可以選擇**說明**或**表單**超連結，以獲取與費用減免相關的資訊和表單。

然後選取「**Next Step**」（下一步）按鍵。

▼ Filing Fee

You are about to file the following documents:

Document Name	Filing Fee
Petition for Dissolution	\$: [REDACTED]
Confidential Information Form	None
Vital Statistics Form - Dissolution/Invalidity/Separation Declaration	None

Total filing fee: \$: [REDACTED]

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

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

▼ New Case Fee Waiver

To learn more about fee waivers, visit the [Superior Court Fee Waiver Information](#) page.

[Fee Waiver Forms](#)
[Template Motion and Financial Declaration](#)
[Template Order](#)

Fill out the forms completely and upload the documents below.

Motion for Waiver of Fees* No file chosen
Order Re Waiver of Civil Fees and Surcharges No file chosen

Accepted file type: pdf, tif, tiff. Total size of uploaded documents cannot exceed 50 MB.
It is now 0.000 MB.

◀ Previous Step Next Step ▶

11. 如果您是該案件的當事人，請選取「**I am associated to this case**」（我是當事人）旁邊的核取方塊來註冊 E-Service。然後選取「**Association/Party Type**」（當事人類型）。

如果您是律師，請透過選取「**I am attorney of record on this case**」（我是本案的正式律師）旁邊的核取方塊來註冊 E-Service。然後選取您代表的當事人的「**Association/Party Type**」（當事人類型）。

Register for E-Service

By using the KC Script Portal, you are agreeing to accept Electronic Service. Please see the Terms and Conditions.

Case Number: 23-2-18804-7 SEA

Portal Account Email: djatester1@gmail.com

First Name: Tester1

Last Name: DJA (E-File Case Init 1)

Bar Number: [Empty]

Case Role (choose one)

I am associated to this case.*

Association/Party Type: [Dropdown menu open]

- Defendant
- Guardian Ad Litem
- Involved Party
- Other Legal Professional
- Petitioner
- Plaintiff
- Respondent

Register for E-Service

By using the KC Script Portal, you are agreeing to accept Electronic Service. Please see the Terms and Conditions.

Case Number: 23-2-18804-7 SEA

Portal Account Email: djatester1@gmail.com

First Name: Tester1

Last Name: DJA (E-File Case Init 1)

Bar Number: [Empty]

Case Role (choose one)

I am attorney of record on this case.*

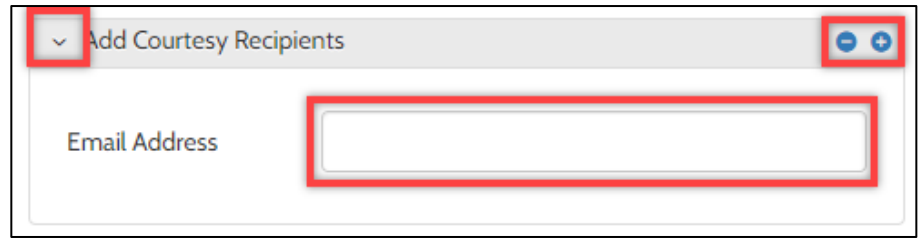
Assignment Role for: Attorney

Association/Party Type: [Dropdown menu open]

- Defendant
- Guardian Ad Litem
- Involved Party
- Other Legal Professional
- Petitioner
- Plaintiff
- Respondent

12. 如有需要，請選取箭頭，展開「**Courtesy Recipients**」（副本接收者）面板。然後輸入您希望其接收由您提供的任何文件副本的人員的電子郵件地址。

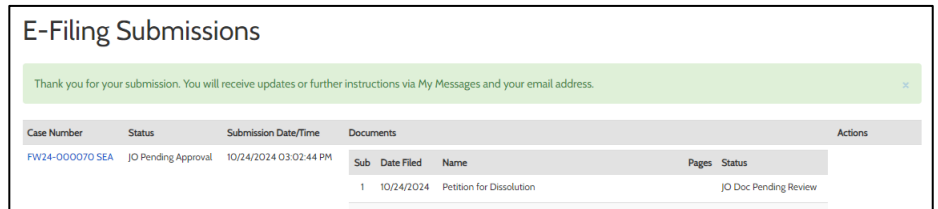
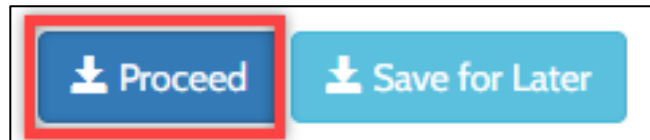
使用加號和減號按鍵以新增或移除其他收件者。



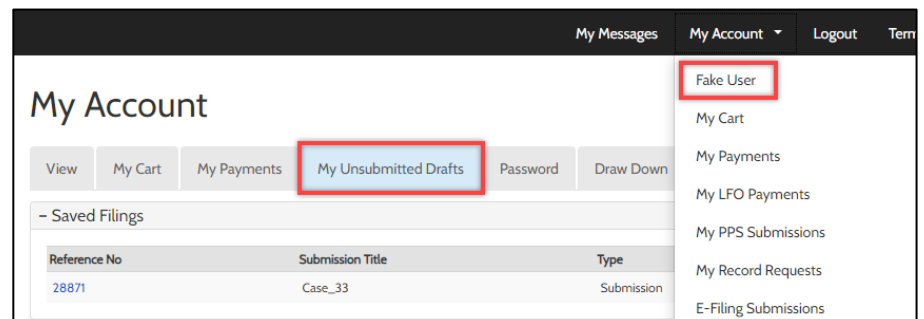
13. 選取「**Proceed**」（繼續）按鍵。如果您選取的訴訟事由需要繳納費用且您未要求減免費用，這會將您的提交項新增至購物車，然後便可在其中完成付款流程。*

如果無需繳納費用，則會將您重新引導至「**E-Filing Submissions**」（E-Filing 提交項）頁面，您可以在其中查看告知新訴訟已受理的通知。

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。



Case Number	Status	Submission Date/Time	Documents	Actions										
FW24-000070 SEA	JO Pending Approval	10/24/2024 03:02:44 PM	<table border="1"><thead><tr><th>Sub</th><th>Date Filed</th><th>Name</th><th>Pages</th><th>Status</th></tr></thead><tbody><tr><td>1</td><td>10/24/2024</td><td>Petition for Dissolution</td><td></td><td>JO Doc Pending Review</td></tr></tbody></table>	Sub	Date Filed	Name	Pages	Status	1	10/24/2024	Petition for Dissolution		JO Doc Pending Review	
Sub	Date Filed	Name	Pages	Status										
1	10/24/2024	Petition for Dissolution		JO Doc Pending Review										



My Messages My Account Logout Term

My Account

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

- Saved Filings

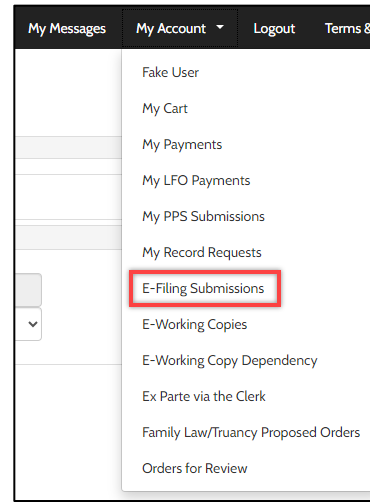
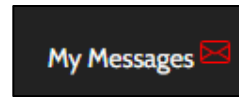
Reference No	Submission Title	Type
28871	Case_33	Submission

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

14. 新訴訟被受理以及提交的文件被接收後，您會透過電子郵件和「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「E-Filing Submissions」（E-Filing 提交項）來查閱您的提交內容。

在其中，您可以針對每個案件執行某些操作，例如送達文件或提交其他文件。您還可以選取「Case Number」（案件編號）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。



E-Filing Submissions

Case Number	Status	Submission Date/Time	Documents	Actions																																			
FW24-000070 SEA	JO Pending Approval	10/24/2024 03:02:44 PM	<table border="1"><thead><tr><th>Sub</th><th>Date Filed</th><th>Name</th><th>Pages</th><th>Status</th></tr></thead><tbody><tr><td>1</td><td>10/24/2024</td><td>Petition for Dissolution</td><td></td><td>JO Doc Pending Review</td></tr><tr><td>4</td><td>10/24/2024</td><td>Confidential Information Form</td><td></td><td>JO Doc Pending Review</td></tr><tr><td></td><td>10/24/2024</td><td>Vital Statistics Form - Dissolution/Invalidity/Separation</td><td></td><td>JO Doc Pending Review</td></tr><tr><td>5</td><td>10/24/2024</td><td>Declaration</td><td></td><td>JO Doc Pending Review</td></tr><tr><td>6</td><td>10/24/2024</td><td>Motion for Waiver of Fees</td><td></td><td>JO Doc Pending Review</td></tr><tr><td>7</td><td>10/24/2024</td><td>Proposed Order / Findings</td><td></td><td>JO Doc Pending Review</td></tr></tbody></table>	Sub	Date Filed	Name	Pages	Status	1	10/24/2024	Petition for Dissolution		JO Doc Pending Review	4	10/24/2024	Confidential Information Form		JO Doc Pending Review		10/24/2024	Vital Statistics Form - Dissolution/Invalidity/Separation		JO Doc Pending Review	5	10/24/2024	Declaration		JO Doc Pending Review	6	10/24/2024	Motion for Waiver of Fees		JO Doc Pending Review	7	10/24/2024	Proposed Order / Findings		JO Doc Pending Review	
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7	10/24/2024	Proposed Order / Findings		JO Doc Pending Review																																			
24-7-02621-3 SEA	Active	10/23/2024 04:34:12 PM	<table border="1"><thead><tr><th>Sub</th><th>Date Filed</th><th>Name</th><th>Pages</th><th>Status</th></tr></thead><tbody><tr><td>10</td><td>10/24/2024</td><td>Order</td><td>1</td><td>Filed</td></tr></tbody></table>	Sub	Date Filed	Name	Pages	Status	10	10/24/2024	Order	1	Filed	E-Serve Again E-File Documents Orders For Review Dependency																									
Sub	Date Filed	Name	Pages	Status																																			
10	10/24/2024	Order	1	Filed																																			

E-Filing Submission Summary

Submitted Date/Time: 10/24/2024 03:02:44 PM

Case Information					
Case Number	Case Name	Cause of Action	Filed Date	Status	
FW24-000070 SEA	DUNN AND KING COUNTY	DIC - Dissolution w/ Children	10/24/2024	JO Pending Approval	

Documents					
Sub	Date Filed	Name	Pages	Status	View
1	10/24/2024	Petition for Dissolution		JO Doc Pending Review	View
4	10/24/2024	Confidential Information Form		JO Doc Pending Review	View
	10/24/2024	Vital Statistics Form - Dissolution/Invalidity/Separation		JO Doc Pending Review	View
5	10/24/2024	Declaration		JO Doc Pending Review	View
6	10/24/2024	Motion for Waiver of Fees		JO Doc Pending Review	View
7	10/24/2024	Proposed Order / Findings		JO Doc Pending Review	View

Payments					
Date	Fee	Receipt#	Amount	Paid	Balance
10/24/2024	1103 - Fee, Domestic Facilitator Filing		\$314.00	\$0.00	\$
		Total	\$	\$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》。

存取法院發布的文件

書記官傳回的案件審理時間表
和通知將出現在「**E-Filing Submission Summary**」(E-Filing 提交摘要) 的「**Documents**」(文件) 清單中或您的「**Portal Message**」(入口網站訊息) 中 (您也會收到通知電子郵件)。

E-Filing Submission Summary

Submitted Date/Time: 08/29/2024 02:26:54 PM

Case Information

Case Number	Case Name	Cause of Action	Filed Date	Status
24-3-00145-3 SEA	PRETEND vs ILLUSORY	DIC - Dissolution w/ Children	08/30/2024	Active

Documents

Sub	Date Filed	Name	Pages	Status	View
1	08/30/2024	Petition for Dissolution	1	Filed	View
4	08/30/2024	Confidential Information Form	2	Filed	View
	08/30/2024	Vital Statistics Form - Dissolution/Invalidity/Separation	1	Filed	View
5	08/30/2024	Motion for Waiver of Fees	1	Filed	View
6	08/30/2024	Order to Proceed In Forma Pauperis	2	Filed	View
7	08/30/2024	Temporary Order Setting Financial Restraints	3	Filed	View
3	08/30/2024	Case Information Cover Sheet	1	Filed	View
2	08/30/2024	Order Setting Case Schedule - Domestic	4	Filed	View

Payments

Date	Fee	Receipt#	Amount	Paid	Balance
08/29/2024	1103 - Fee, Domestic Facilitator Filing Fee Waiver	1479139PT	\$314.00	\$314.00	\$0.00
		Total	\$314.00	\$314.00	\$0.00

Case Number	Case Name	Date	Details
24-3-00145-3	New Case E-Filing Confirmation & Fee Waiver Granted	08/29/2024	<p>Date: 08/29/2024 Case Number: 24-3-00145-3 SEA Case Title: PRETEND vs ILLUSORY</p> <p>Your new case filing fee waiver submission has been granted by the court, and the clerk has filed the case. A copy of the Order to Proceed In Forma Pauperis is linked below. A case schedule or notice is also linked below if your selected cause of action receives one from the clerk at the time of filing.</p> <p>6 - Order to Proceed In Forma Pauperis 2 - Order Setting Case Schedule - Domestic</p> <p>You may view the documents within 15 calendar days after the date of this email, by clicking on the links above. After that time, the e-filed document(s) can be viewed in person at the clerk's office or may be available for a fee via the KC Script Portal. We recommend that you download and save a copy of each document during your first viewing.</p> <p>You may also view the status of your filing on your Case Summary by clicking HERE.</p> <p>Have further questions related to your filing?</p> <ul style="list-style-type: none">• Visit our FAQ Page• Email: desk.Correspondence@kingcounty.gov• Phone: (Seattle) or 206-477-3047 (Kent)