
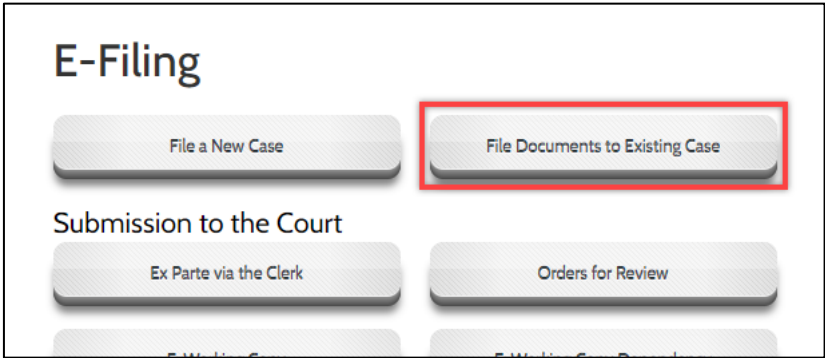
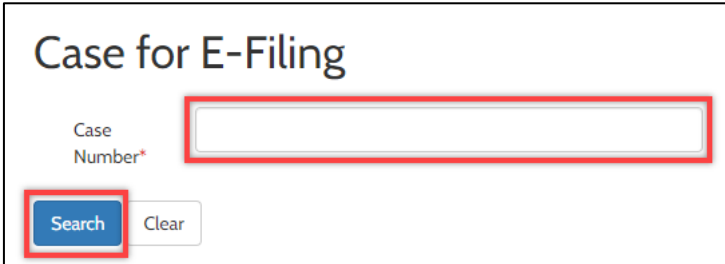




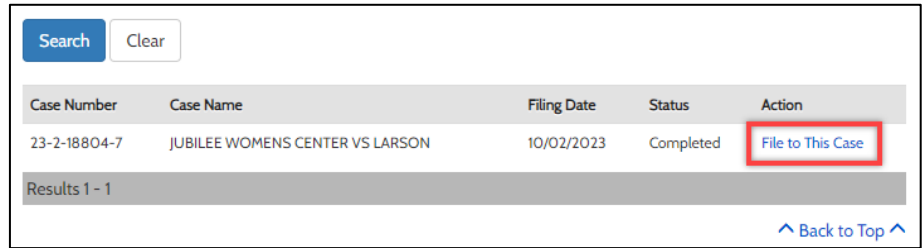
KC SCRIPT PORTAL QUICK START GUIDE: FILE DOCUMENTS INTO AN EXISTING CASE VIA E-FILING

This quick start guide will show you how to electronically file documents into an existing case.

NOTE: A King County Superior Court case number is required to file documents into an existing case. For assistance initiating a case, see our [File a New Case via E-Filing Quick Start Guide](#) on the [KC Script Portal Instructions](#) page.

<p>1. Select E-Filing in the top navigation bar.</p>	
<p>2. Select the File Documents to Existing Case button.</p>	
<p>3. Enter the Case Number.</p> <p>Then select the Search button.</p>	

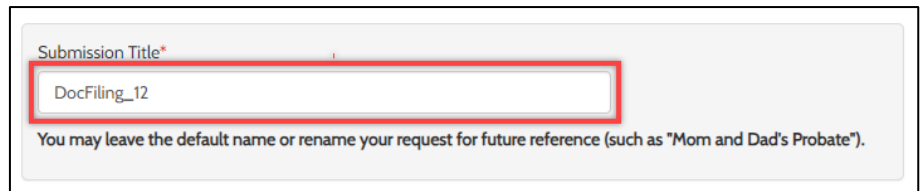
4. Select the **File to This Case** hyperlink.



A screenshot of a search results interface. At the top, there are 'Search' and 'Clear' buttons. Below is a table with the following columns: Case Number, Case Name, Filing Date, Status, and Action. The first row contains: 23-2-18804-7, JUBILEE WOMENS CENTER VS LARSON, 10/02/2023, Completed, and a blue link 'File to This Case' which is highlighted with a red box. Below the table, it says 'Results 1 - 1' and a 'Back to Top' link.

Case Number	Case Name	Filing Date	Status	Action
23-2-18804-7	JUBILEE WOMENS CENTER VS LARSON	10/02/2023	Completed	File to This Case

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.



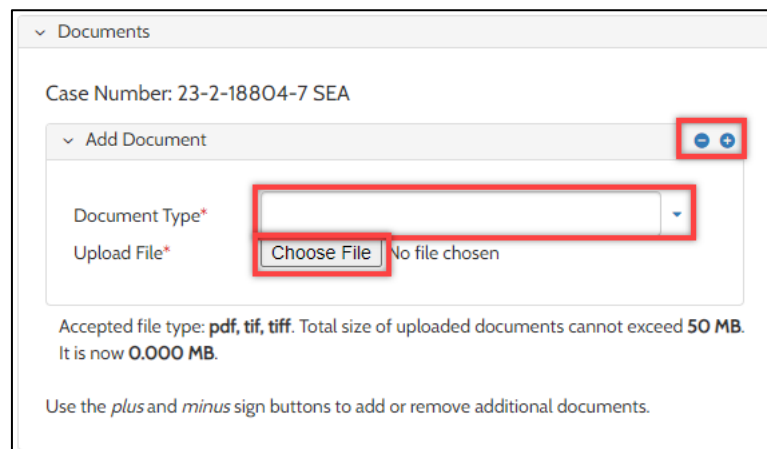
A screenshot of a form field labeled 'Submission Title*'. The input field contains the text 'DocFiling_12' and is highlighted with a red box. Below the field, there is a note: 'You may leave the default name or rename your request for future reference (such as "Mom and Dad's Probate").'

6. Expand the **Document Type** drop-down menu and select the correct **code and title** for the document you wish to file.

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.



A screenshot of a document upload interface. At the top, it says 'Documents' with a dropdown arrow. Below that, 'Case Number: 23-2-18804-7 SEA'. There is an 'Add Document' section with a dropdown arrow and plus/minus buttons. The 'Document Type*' dropdown is highlighted with a red box. Below it, the 'Upload File*' section has a 'Choose File' button highlighted with a red box. Below the upload section, there is text: 'Accepted file type: pdf, tif, tiff. Total size of uploaded documents cannot exceed 50 MB. It is now 0.000 MB.' and a note: 'Use the plus and minus sign buttons to add or remove additional documents.'

7. If you are not already registered for E-Service, you will be prompted to register now. If you don't see the Register for E-Service page, you have already registered and can skip to step 9.

If you are a party to this case, select the **check box** next to **I am associated to this case**. Then select your **Association/Party Type**.

If you are an attorney, select the **check box** next to **I am attorney of record on this case**. Then select the **Association/Party Type** for the person you represent.

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

8. If desired, select the **arrow** to expand the **Courtesy Recipients** panel. Then enter the **email address** of anyone you wish to receive a copy of any documents with which you will be served.

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

Select the **Next Step** button.

▼ Add Courtesy Recipients

Email Address*

← Previous Step Next Step →

9. View the filing fee you will be required to pay, if any.

▼ Filing Fee

You are about to file the following documents:

Document Name	Filing Fee
Demand for Jury - 6 Person	\$
Motion	None
Declaration	None
Affidavit / Declaration / Certificate Of Service - Served	None
Notice of Hearing	None

Total filing fee: \$

▼ Filing Fee

You are about to file the following documents:

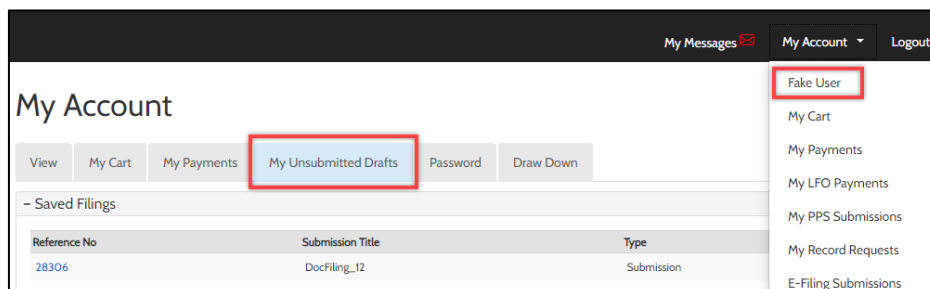
Document Name	Filing Fee
Motion	None

No filing fee is required.

10. Select the **Proceed** button. If you have E-Filed any fee-based documents, this will add the E-Filing submission to your cart, where you can complete the payment process.* Then skip to step 14.

If no fee is required, proceed to step 11.

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.



11. Select or unselect the **check boxes** to determine which people registered for E-Service on this case should receive copies of the documents you have just E-Filed, and which documents they should receive.

E-Serve Documents			
23-2-18804-7			
JUBILEE WOMENS CENTER VS LARSON			
Select Recipients:			
<input checked="" type="checkbox"/>	Type	Name	
<input checked="" type="checkbox"/>	Attorney	Test Hamm	
<input checked="" type="checkbox"/>	Petitioner	Fake User	
Select Documents:			
<input checked="" type="checkbox"/>	Sub	Date Filed	Pages
<input checked="" type="checkbox"/>	6	10/22/2024	2
<input checked="" type="checkbox"/>	7	10/22/2024	1
<input checked="" type="checkbox"/>	8	10/22/2024	1

12. You can also upload additional documents to be served.

▼ Add Additional Document

Document Description*

Upload File* No file chosen

You can include additional document(s) to be served. **The documents uploaded here will not be filed.** Use the *plus* and *minus* sign buttons to add or remove additional documents.

13. Finally, you can request a Certificate of Service by selecting the **check box** in the **Certificate of Service** panel.

If you do, use the second **check box** to choose whether you would like the Certificate to be filed to the case.

Then select the **Proceed** button.

▼ Certificate of Service

Select checkbox to:

Generate Certificate of Service

File Certificate of Service

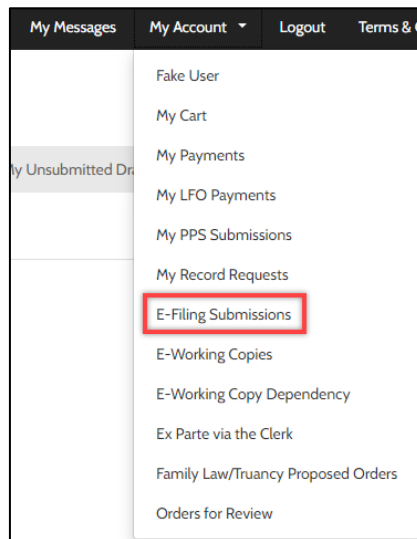
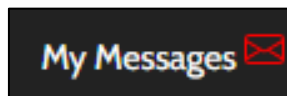
Once you select Proceed below, the documents will be served and then the Certificate of Service is generated and/or filed after being successfully served. This process may take up to 15 minutes. Once completed, you will receive a portal notification.

14. When your E-Filed documents have 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 **E-Filing Submissions**.

From there, you can complete certain **Actions** on each case, such as serving documents or filing additional documents. Also, you can select the **Case Number** hyperlink to see the details of each submission, including images of the documents you submitted.

NOTE: If you were required to pay a fee, select the **E-Serve** hyperlink under **Actions** on the **E-Filing Submissions** page. Return to steps 11-13 to electronically serve documents.



E-Filing Submissions

Case Number	Status	Submission Date/Time	Documents	Actions																									
23-2-18804-7 SEA	Completed	10/22/2024 03:53:40 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>39</td> <td>10/22/2024</td> <td>Motion</td> <td>1</td> <td>Filed</td> </tr> <tr> <td>40</td> <td>10/22/2024</td> <td>Affidavit / Declaration / Certificate Of Service - Served</td> <td>1</td> <td>Filed</td> </tr> <tr> <td>41</td> <td>10/22/2024</td> <td>Declaration</td> <td>2</td> <td>Filed</td> </tr> <tr> <td>42</td> <td>10/22/2024</td> <td>Notice of Appearance</td> <td>1</td> <td>Filed</td> </tr> </tbody> </table>	Sub	Date Filed	Name	Pages	Status	39	10/22/2024	Motion	1	Filed	40	10/22/2024	Affidavit / Declaration / Certificate Of Service - Served	1	Filed	41	10/22/2024	Declaration	2	Filed	42	10/22/2024	Notice of Appearance	1	Filed	E-Serve Again E-File Documents E-Working Copy Ex Parte Orders For Review
Sub	Date Filed	Name	Pages	Status																									
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42	10/22/2024	Notice of Appearance	1	Filed																									

E-Filing Submission Summary

Submitted Date/Time: 10/22/2024 03:59:26 PM

Case Information				
Case Number	Case Name	Cause of Action	Filed Date	Status
23-2-18804-7 SEA	JUBILEE WOMENS CENTER VS LARSON	UND - Unlawful Detainer	10/02/2023	Completed

Documents					
Sub	Date Filed	Name	Pages	Status	View
39	10/22/2024	Motion	1	Filed	
40	10/22/2024	Affidavit / Declaration / Certificate Of Service - Served	1	Filed	
41	10/22/2024	Declaration	2	Filed	
42	10/22/2024	Notice of Appearance	1	Filed	

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