



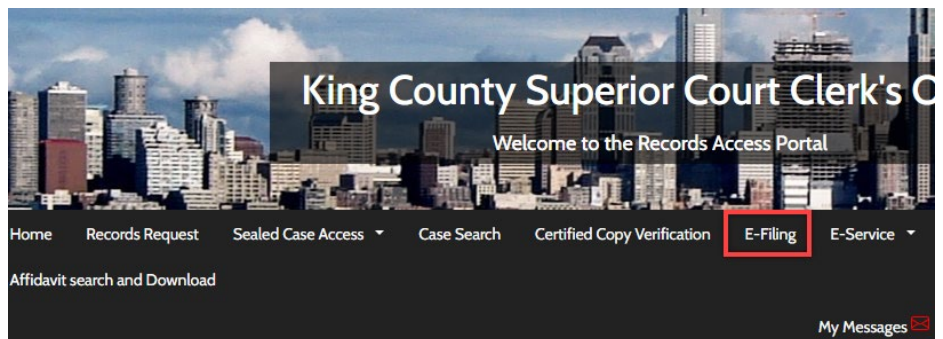
KC SCRIPT PORTAL QUICK START GUIDE: SUBMIT A PROPOSED ORDER VIA ORDERS FOR REVIEW

This quick start guide will show you how to submit a proposed order to the Court via Orders for Review.

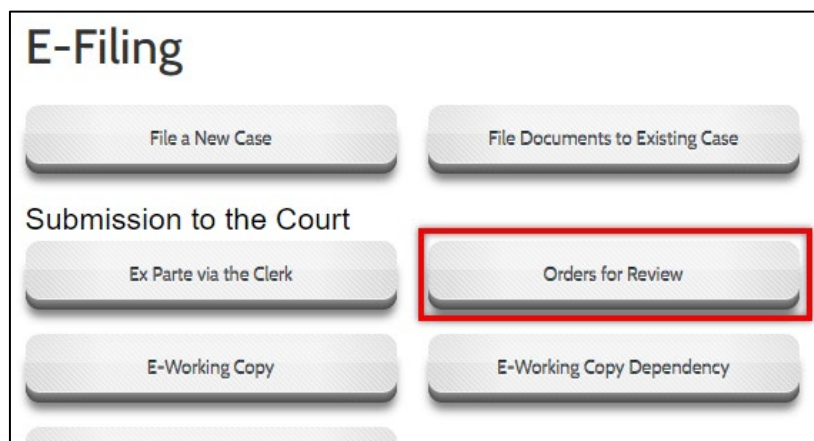
NOTE: An existing King County Superior Court case number is required to submit to Orders for Review. For assistance initiating a case, see our File a New Case via E-Filing Quick Start Guide on the [KC Script Portal Instructions](#) page.

NOTE: Orders for Review 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.

1. Select **E-Filing** in the top navigation bar.



2. Select the **Orders for Review** button.



3. Enter your **case number**.

Then select the **Search** button.

Case Search for Orders for Review

Case Number*

4. Select the **Build Orders for Review Submission** hyperlink.

Case Number	Case Name	Filing Date	Status	Action
11-1-02975-8	STATE OF WASHINGTON VS CURRY, TYRONE LADARREL	04/29/2011	Completed	Build Orders for Review Submission

Results 1 - 1

5. Select the **Judge Panel** to which you'd like to send the proposed order.

Then select the **Next Step** button.

▼ Judge Panel *

Case Number* 11-1-02975-8

Judge Panel*

➔

6. 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 Orders*

Proposed Order

Order 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 0.000 MB.

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

Previous Step Next Step

7. To submit a document 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

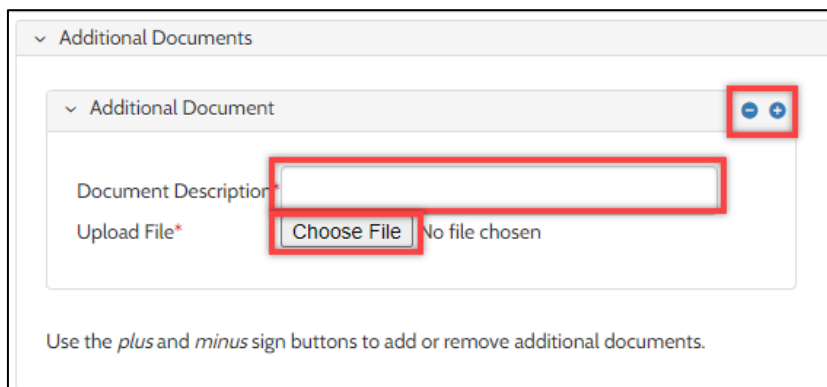
Sub Number	Date Filed	Name	Additional Info
10	08/27/2024	Notice of Hearing	
9	08/27/2024	Motion	
8	08/27/2024	Affidavit / Declaration / Certificate Of Service	

Previous Step Next Step

8. To submit an additional document that will NOT be filed into your case, enter the **Document Description**.

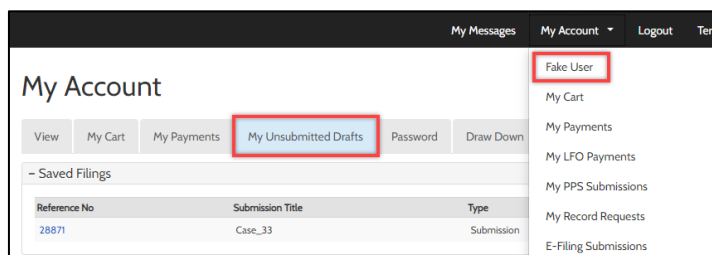
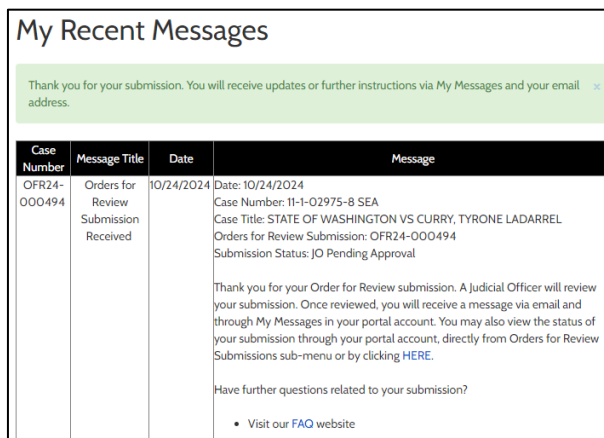
Then select the **Choose File** button and upload a pdf, tif, or tiff file.

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



9. Select the **Proceed** button. This will re-direct you to the **My Recent Messages** page, where you will see a notification that your Orders for Review Submission has been received. You will also receive this notification via email.

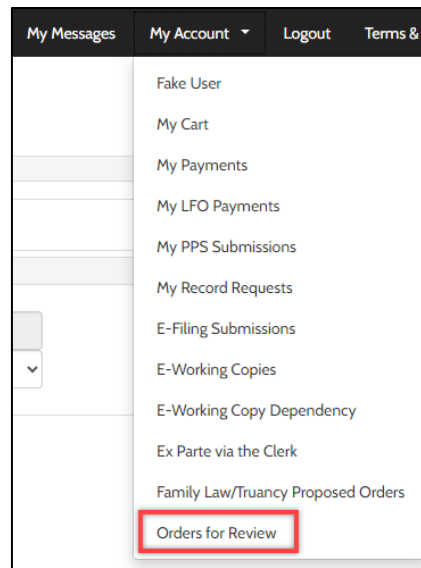
NOTE: At any time, you can select the **Save for Later** button. When you return, you can access your saved submission by expanding the **My Account** drop-down menu and selecting **your name**, then selecting the **My Unsubmitted Drafts** tab.



10. At any time, you can review all your Orders for Review submissions by expanding the **My Account** drop-down menu and selecting **Orders for Review**.

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**.



Order For Review Submissions

Submission Number	Submission Date	Case Number	Judge Panel	Status
OFR24-000320	08/30/2024	23-1-00055-9	JO Criminal: Agreed Orders Seattle	Completed
OFR24-000319	08/30/2024	23-1-00055-9	JO Criminal: Agreed Orders Seattle	JO Rejected
OFR24-000302	08/27/2024	23-3-00001-7	JO Ex Parte-FL: Agreed Orders	JO Pending Approval

Orders for Review Submission Summary

Submission						
Submission Number	Case Number	Case Location	Case Caption	Judge Panel	Date Submitted	Submission Status
OFR25-002924	25-3-20861-7	SEA	TEST AND TEST	JO Ex Parte-FL: Agreed Orders	11/17/2025	Active

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

