

E-filing Instructions:

1. Create a login account at <https://dja-efsp.kingcounty.gov/EFiling/Logon/Home.aspx>.
2. Login to your account.
3. Click "E-File Documents into an Existing Case"



4. Enter your case number, **XX-2-XXXXX-X** and click "Next"

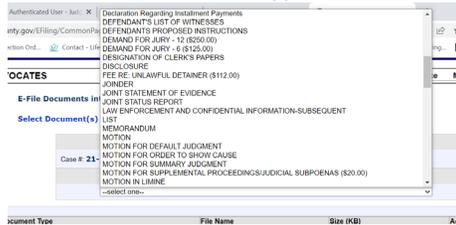
E-File Documents into an Existing Case

Enter Case Number

Case Number:

Check this box if your case number is NOT 9 digits

5. Select the document type that most closely matches what you are filing



6. Choose the file and click Okay.

Document Type

DECLARATION

OF

Whom:

Re:

Document File

Document File Name: No file chosen

Only PDF and TIFF Files. Files cannot exceed 5 MB

7. Then hit "Next"

OF

Whom:

Re:

Document File

Document File Name: No file chosen

Only PDF and TIFF Files. Files cannot exceed 5 MB

File Name	Size (KB)
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8. Once you finish, you should see a screen that has three or four checkboxes at the top that indicate Complete.

After you e-file it, please note you will still need to the Respondent served via email with a copy of those additional documents. It is important to know that any supplemental materials that you wish to submit to the courts must be served to the Respondent as well.

If you have any questions about e-filing, or would like assistance with the process, you may contact the eServices department directly by calling 206-477-3000, or sending an email to eservices@kingcounty.gov.