E-filing Instructions:

- 1. Create a login account at <u>https://dja-efsp.kingcounty.gov/EFiling/Logon/Home.aspx</u>.
- 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

cument Type		File Name Size (KB)	Ac
		uselect one	~
		MOTION FOR SUPPLEMENTAL PROCEEDINGS/JUDICIAL SUBPOENAS (\$20.00) MOTION IN LIMINE	
		MOTION FOR SUMMARY JUDGMENT	
	Case #: 21-	MOTION FOR ORDER TO SHOW CAUSE	
		MOTION FOR DEFAULT JUDGMENT	
		MOTION	
		MEMORANDUM	
Select Do	cument(s)	LIST	
		JOINT STATUS REPORT	
E-File Dor	ruments in	JOINT STATEMENT OF EVIDENCE	
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		DEFENDANT'S LIST OF WITNESSES	
Authenticated Us	ser - Juid 🛛 🗙 📗	Declaration Regarding Installment Payments	*

6. Choose the file and click Okay.



7. Then hit "Next"



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 <u>eservices@kingcounty.gov</u>.