PILOT PROJECT

Elimination of Hard Copy Dependency Working Papers

Effective Date: 8/3/20 **Updated:** August 5, 2020

Purpose and Overview of Pilot Project:

In an effort to provide a more reliable and efficient method of providing working papers to the court and eliminate duplicative processes, the court is implementing a new procedure for the submission of working copies on a trial basis. In lieu of submitting a hard or electronic copy via email to the court, parties will e-file documents and submit working papers via DJA's e-filing system. The judicial officer will review documents in KCMS, thereby eliminating the need for paper and electronic working copies via email for most hearing types.

eFiling https://dja-efsp.kingcounty.gov/EFiling/Logon/Log	
Pilot project applies to:	gon.aspx: Returnon = /021121 milg/021defadit.aspx
• Contested motions filed pursuant to LJuCR 3.12	
• Motions/pleadings filed pursuant to LJuCr 2.5(a) & (b)	
• Motions/pleadings filed pursuant to LJuCr 1.8 that are	
• Pleadings filed pursuant to LJuCR 3.9 Review Hearings	
• Post-trial discovery motions filed pursuant to LJuCr 1.9)
• Working papers for Dependency TOP hearings	
Pilot project DOES NOT apply to:	Submit Working Papers To:
Hearings before Lead Dependency Judge	Email to Lead Dependency Bailiff
• Revisions	Email to Lead Dependency Bailiff
• Reconsiderations	Email to Bailiff of Deciding Judge
Pretrial Conference Hearings	Email to Pretrial Bailiff
• Family Treatment Court	➢ Email the FTC Bailiff Box and
	Email the Team Distribution List
• 72 Hour Shelter Care Hearings	Email to Dependency Email Box *
• Emergency Hearings	Email to Dependency Email Box *
• Motions to Shorten Time with Substantive Motion	Email to Dependency Email Box *
• Motions for Orders to Publish	Email to Dependency Email Box *
* Send to appropriate location: For KNT: <u>Calendar.DependencyKent@kingcounty.gov</u> For SEA: <u>Calendar.DependencySeattle@kingcounty.go</u>	

Procedure for Submitting Working Papers (Professional Parties/Stakeholders):

- 1. Parties will continue to file all documents with the clerk's office via E-filing pursuant to LGR 30, except proposed orders (which will need to be submitted as an e-working copy via the DJA E-filing system). The proposed orders should be in Word format.
- 2. Parties will upload their working papers using the E-working papers feature on DJA's e-filing system
 - a. See attachment A for instructions on how to submit e-working papers after e-filing documents.
 - b. See attachment B for instructions on how to submit e-working papers without filing them.
 - c. All parties should have access to a voucher, allowing them to use the e-filing system at no cost. The Voucher Code is: DJA080, (a generic voucher is attached to the email as well)
 - d. All parties must use the designation "JUV" when uploading E-working papers and must choose either Judge Messitt or Judge Wiggs-Martin based on the hearing they are submitting documents for.

- e. Documents should use this naming convention:
 - i. Child's last name, hearing type, hearing date, hearing time, document title (Party)
 - ii. Example: JOHNSON, PPH, 5.27, 830am Mother's Response (MC)
 - iii. Documents must be titled with descriptive names such as "Motion to Vacate," "Motion to Dismiss" or "Court Report from the Department".
- 3. All E-working copies must be submitted in the order in which parties want the documents reviewed. Staff cannot re-order documents for the parties.
- 4. Working papers for all hearings on or after 8/3/20 shall have their working copies submitted as outlined in this document. Any prior submissions, even if the matter was continued is not sufficient and will not be moved over. Doc lists must be submitted for all hearings prior to 8/3/20.
- 5. If new materials are submitted for a continued hearing, a note should be added to the e-working document when submitted. The new hearing date information on the submission must also identify the date of the initial hearing in the notes section when submitting. E.g. Hearing date: 4/25/19, continued from 4/11/19

Compliance with Local Rules:

- 1. For the duration of this Pilot Project, language in the King County Local Rules regarding delivery of working papers to the Dependency Court Staff are superseded by this document (i.e., LJuCR 3.12(d)).
- 2. All timelines for delivery of working papers established by the King County Local Rules remain intact.

ATTACHMENT A

How to Submit eWorking Copies After E-Filing a Document

After e-filing into a King County Superior Court case, you may submit *e*Working Copies to your Judge via the eFiling application. Your eWorking Copies are considered received by the Court as soon as they are received by the Clerk. Please note that all local rules determining your deadlines for submission of working copies apply. For additional information, please visit: <u>https://kingcounty.gov/courts/clerk/documents/eWC.aspx</u> or call: 206-205-8421.

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OR

Start Your Working Copies Submission from the 'E-File Into an Existing Case' 'Confirmation Receipt' page

When your e-filing is complete,
 select 'Click here to submit your
 Working Copies electronically'
 to proceed to eWorking Copies.

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SERVICES DIRECTORY CONTACT

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Start Your Working Copies with Previously E-Filed Documents

- For documents filed within 30
 days, you may access eWorking Copies by clicking on 'My Cases'.
- Select 'E-File Status' tab.
- Then select the 'WCopies' link
 on the left-hand side of an efiled document you would like to include in your eWorking Copies submission.

Enter Hearing Information

- Select the hearing location from the options provided (JUV)
- Enter the hearing date by clicking the calendar icon and selecting the date of your hearing.
- Type in the name of the assigned Judge you are submitting documents for: Seattle = "Wiggs-Martin, Josephine (17)", Kent = "Messitt, Annette (36)"
- Select whether your hearing is with or without oral argument.
 If 'With Oral Argument' is selected, choose the correct time from the drop down options.
- Select the Submission Type by selecting the corresponding radio button.
- When finished click '**Next**'.

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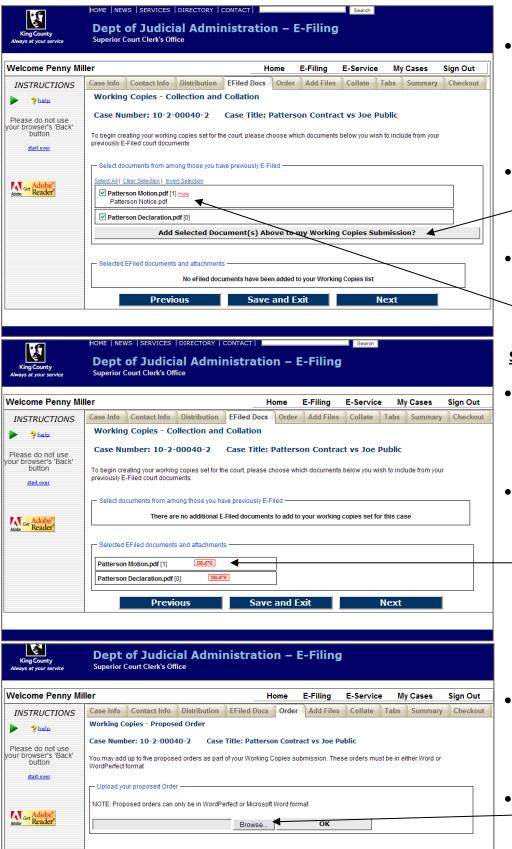
Enter Contact Information

- Enter the contact information for the person who can be reached in the event the Clerk has a question about the eWorking Copies submission.
- When finished click 'Next'.

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Enter Address Information

- At the Distribution List screen, you may provide up to five addresses for persons you would like to receive a copy of the signed order (if applicable). At least one address is required.
- To create an address label fill in the required name and address fields. When complete click
 'Add Contact'.
- The address information will appear in the 'Distribution List'. Repeat the process for each mailing address.
- When finished click 'Next'.



Previous Save and Exit Next

Adding E-filed Documents

- At the E-Filed Docs screen you will see a list of e-filed documents. Place a checkmark next to the documents you want to include in the working copies submission.
- Click the 'Add Selected Document(s) Above to my
 Working Copies Submission' button.
- To see the e-filed attachment document(s) file name(s), click
 'view'

Selected E-filed Documents

- After selecting the e-filed documents you wish to submit, you will see the selected documents listed.
- You may remove a document from the submission by clicking 'DELETE'

Upload Proposed Order(s)

- Proposed Order(s) must be MS
 Word (.doc or .docx) or
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- Click 'Browse' to open a 'Choose
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- Browse your computer or network drive to locate the document you wish to upload as a proposed order.
- After choosing the document click '**Open**'.
- The chosen file name and location will be displayed in the 'Document File Name:' field.
- Click 'OK'.

Proposed Orders

- You may add up to 5 proposed orders. Orders must be in MS Word or WordPerfect file format.
- When finished click 'Next'.

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Include Additional Documents

- You may include additional documents to your working copies submission for consideration.
- If you do not have any additional documents to add you may click 'Next'.
- To add additional documents,
 click 'Add New Document' link.

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- Browse your computer or network drive to locate the document you wish to upload to your working copies submission.
 Please be aware that documents cannot exceed 5MB.
- After choosing the document click '**Open**'.

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Upload Document

- The chosen file name and location will be displayed in the 'Document File Name:' field.
- Click 'Add Document'
- Repeat steps to add additional documents.
- When finished click '**Next'**.

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Collate Documents

- You can organize the order in which your documents will be presented to the court.
- Please ensure that the documents are in the order you would like the court to review them.
- Use the arrow buttons to move the document priority up and down in this list.
- When finished click '**Next'**.

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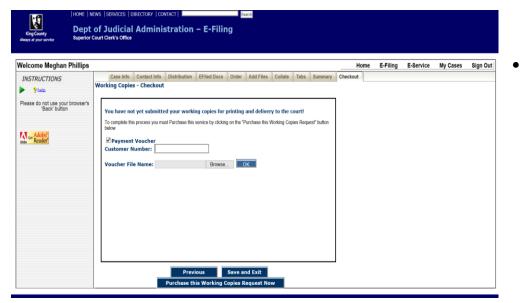
Review the Summary Screen

- Confirm all of the submission information is correct.
- If corrections are needed, you may use the 'Previous' button to navigate back to any of the previous screens.
- When finished click 'Next'.

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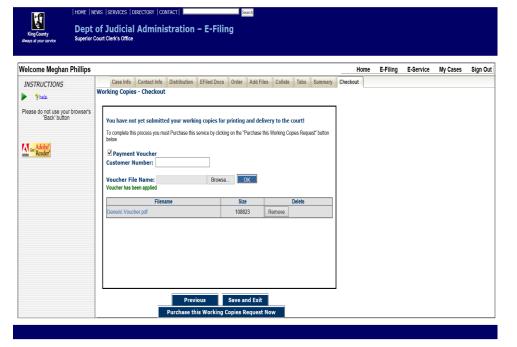
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Voucher Payment

 Enter in your 'Customer Number' and upload your Voucher.



- Once you have entered the Voucher Number and uploaded the Voucher you will see it added.
- Click on 'Purchase this Working Copies Request Now.'

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eWorking Copies Submission Confirmation Receipt

 Click the 'Print' link retain a copy of your eWorking Copies submission receipt.

My Cases > WCopies Status

- To access a copy of your eWorking Copies confirmation receipt go to the WCopies Status tab under My Cases and click the 'Submitted' link. Accessible for 30 days.
- To complete a eWorking Copies action in-progress, click a status link of 'Not Submitted'. Accessible for 5 days.

ATTACHMENT B

How to Submit *e*Working Copies Without First E-Filing a Document

You may electronically submit working copies to your Judge via the eFiling application. Your eWorking Copies will be considered received by the Court as soon as they are received by the Clerk. Please note that all local rules determining your deadlines for submission of working copies apply. For additional information, please visit: <u>https://kingcounty.gov/courts/clerk/documents/eWC.aspx</u> or call: 206-205-8421

King County Always at your service	Dept of Judicial Administ Superior Court Clerk's Office		on – E-F		earch		After logging on to the eFiling Application
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Enter Hearing Information

- Select the hearing location from the options provided. (JUV)
- Enter the hearing date by clicking the calendar icon and selecting the date of your hearing.
- Type in the name of the assigned Judge (Seattle = "Wiggs-Martin, Josephine (17), Kent = "Messitt, Annette (36)".
- Select whether your hearing is with or without oral argument.
 If 'With Oral Argument' is selected, choose the correct time from the drop-down options.
- Select the Submission Type by selecting the corresponding radio button.
- When finished click 'Next'.

Enter Contact Information

- Enter the contact information for the person who can be reached in the event the Clerk has a question about the eWorking Copies submission.
- When finished click 'Next'.



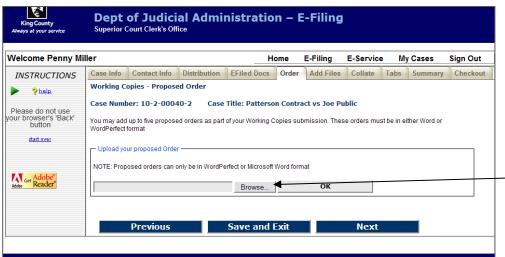
Enter Address Information

- At the Distribution List screen, you may provide up to five addresses for persons you would like to receive a copy of the signed order (if applicable). At least one address is required.
- The address information will appear in the 'Distribution List'.
- When finished click 'Next'.

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NOTE: Proposed orders can only be in WordPerfect or Microsoft Word format

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Upload Proposed Order(s)

- Proposed Order(s) must be MS Word (.doc or .docx) or WordPerfect (.wpd or .wpdx) files.
- Click 'Browse' to open a 'Choose File' window on your computer, which allows you to upload the document(s).

Choose Document

- Browse your computer or • network drive to locate the document you wish to upload as a proposed order.
- After choosing the document . click 'Open'.
- The chosen file name and location will be displayed in the 'Document File Name:' field.
- Click 'OK'. .

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Proposed Orders

- You may add up to 5 proposed orders. Orders must be in MS Word or WordPerfect file format.
- When finished click 'Next'.

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Include Additional Documents

- You may include additional documents to your working copies submission. Please be aware that documents must be no larger than 5MB.
- If you do not have any additional documents to add you may click 'Next'.
- To add additional documents, click 'Add New Document' link.

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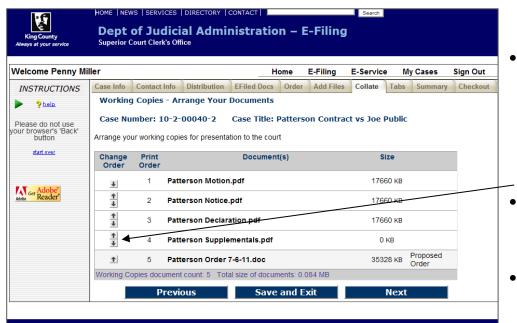
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- Browse your computer or network drive to locate the document you wish to upload to your working copies submission.
- After choosing the document click 'Open'.

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Upload Document

- The chosen file name and location will be displayed in the 'Document File Name:' field.
- Click 'Add Document'
- Repeat steps to add additional documents.
- When finished click 'Next'.



Collate Documents

- You can organize the order in which your documents will be presented to the court. Please make sure to organize these in the order that you want the court to review the submission.
- Use the arrow buttons to move the document priority up and down in this list.
- When finished click 'Next'.

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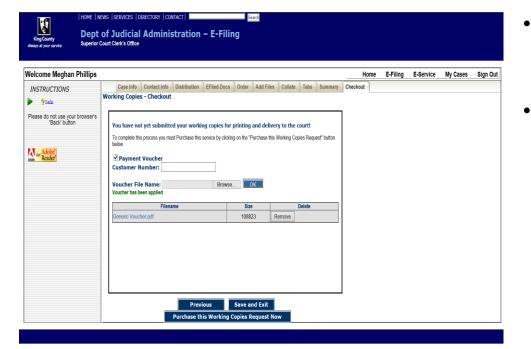
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