

How to E-File Truancy Documents in King County

For technical questions regarding E-filing Truancy Petitions and related documents, please see the “Quick Tips” section of this document or contact Jennie Tibbitts, King County Superior Court Becca Program Coordinator at JTibbitts@kingcounty.gov or 206-263-8886.

Quick Tips:

- **Fillable PDFs** will be rejected by the E-Filing system. Be sure to print and scan, or “Save to PDF” any documents with fillable fields to ensure they will be accepted.
- **Do not** E-File documents that have a space for a judicial officer’s signature (Example: Motion to Dismiss or Motion to Extend Case Schedule). If a judicial officer’s signature is required, submit the document according to email conventions and Becca program coordinators will obtain a judicial signature, send you a copy, and file the document with the Clerk’s office.
- A **coversheet** is required for any document being filed that does not have a “caption” at the top (Petitioner, Respondent, and Case number information; example: Attendance Records).
- If the document you would like to file is not listed as an option in the drop-down menu, select “Other” and type the document type/description in the space provided.
- Always use the most up to date version from the King County Truancy Forms Website: <http://www.kingcounty.gov/courts/superior-court/becca/truancy-forms.aspx>

Starting a New Case:

Log in to king county E-Filing website: <https://dja-efsp.kingcounty.gov/EFiling/Logon/Home.aspx>

- If you haven’t already, create a new user login.
- Select “**Start New Case(s)**” from E-filing menu

“Enter Case Information”

- Select **Case Designation** (See Email Conventions for additional information)
 - For North/East King County cases select Case Designation “SEA”
 - For South King County cases select Case Designation “KNT”
- Select **Case Category** “**Juvenile**”
- Select **Case Sub-Category** “**Truancy**”
- Enter **Case Title:** “School District” (Example: “Washington School District”)
vs
“Student’s Name” (Example: Jennie Jones)
- Select “**Next**”

The screenshot displays the King County Department of Judicial Administration E-Filing interface. At the top, there is a navigation bar with links for HOME, NEWS, SERVICES, DIRECTORY, CONTACT, and a search box. The main header identifies the 'Dept of Judicial Administration – E-Filing' and the 'Superior Court Clerk's Office'. Below the header, a 'Welcome' message is visible on the left, along with 'INSTRUCTIONS' and a 'start over' link. The main content area is titled 'Start New Case(s)' and 'Enter Case Information'. It features a form with the following fields: 'Case Designation' (dropdown menu set to KNT), 'Case Category' (dropdown menu set to JUVENILE), 'Case Sub-Category' (dropdown menu set to TRUANCY (KNT)), and 'Case Title' (text input field containing 'District vs Student'). To the right of the form, there is a 'Shopping Cart' section showing 'Items in Cart: 0' and a 'View Cart' button, and a 'Progress' section with a numbered list of steps (1-5) where step 1 is highlighted. At the bottom of the form, there are 'Cancel' and 'Next' buttons.

"Add Minimum Initiating Documents": (Reminder- only non-fillable, 8.5"x11" documents will be accepted.)

***NOTE:** If additional supporting documents are uploaded as "Additional Documents" instead of "Attachment(s)" to the truancy petition, a [cover sheet](#) will be required.

- "Document Type" will say "PETITION REGARDING TRUANCY"
- Under "File Name" select "Choose File", then select the PDF of the completed and signed Truancy Petition
- Select "Ok", and the "Choose File" button will appear under "Attachment(s)".
- Under "Attachments" select "Choose File" and select the PDF copy of the student's attendance records.
- Select "Ok", then repeat for the blank copy of the WARNS or other assessment, most recent truancy information notice to parents, and CEB agreement if applicable.
- Select "Next" at the bottom.

The screenshot shows the 'Add Minimum Initiating Documents' step. On the left, there are instructions and a status section. The main area displays 'Start New Case(s)' with 'Case # Unassigned' and 'Case Title District vs Student'. A table lists the document type 'PETITION REGARDING TRUANCY' with a 'Choose File' button circled in red. Below the table, it shows 'Total Upload : 0.00 MB of 50.00 MB' and an 'Add Additional Document' button. At the bottom, there are 'Previous', 'Save and Exit', and 'Next' buttons.

"Please review before proceeding"

- Confirm that you have uploaded the correct files, then select "Proceed to E-File"
- then select "E-File Now"

The screenshot shows the 'Please review before proceeding' step. On the left, there are instructions and a status section. The main area displays 'Start New Case(s)' with 'Please review before proceeding'. A 'Summary' box shows case details: 'Case Category: JUVENILE', 'Case Sub-Category: TRUANCY (KNT)', 'Case Number:', 'Case Designation: KNT', 'Case Title: District vs Student', and 'User Name: Jennifer Tibbitts'. It also shows 'Total Cost (Includes Filing Fee): \$0.00'. Below the summary is a table with columns for Document Type, File Name, Attachment(s), and Cost. The table lists 'PETITION REGARDING TRUANCY' with file names 'Truancy Petition Student.pdf' and 'Attendance Records.pdf'. At the bottom, there are 'Previous', 'Cancel', and 'Proceed to E-File' buttons.

E-Filing does not automatically submit working copies to the court. If this filing requires working copies, you may submit them electronically by selecting the "Working Copies" button after clicking "E-File Now."

The screenshot shows the bottom navigation buttons: 'Previous', 'Save and Exit', and 'E-File Now'. The 'E-File Now' button is circled in red.

INSTRUCTIONS

- Save or print this confirmation receipt for your file
- help

Please do not use your browser's 'Back' button

[start over](#)

Adobe Reader

Start New Case(s)

Progress:

Thank you. Your document(s) has been received by the Clerk.

Your order setting case schedule is listed below. Please click on the hyperlink and print a copy for your records and for service.

King County Superior Court Clerk's Office E Filing Confirmation Receipt

Filed By: Jennifer Tibbitts Submitted Date/Time: 8/16/2017 2:01:31 PM

User ID: JTibbitts WSBA #:

17-7-01873-1 KNT District vs Student

Received Date: 8/16/2017 2:01:31 PM

Case Category: JUVENILE

Case Sub-Category: TRUANCY (KNT)

Case Filing Fee: 0.00

Document Type	File Name	Attachment(s)	Document Fee
PETITION REGARDING TRUANCY	Truancy Petition_Student.pdf	Attendance Records.pdf	0.00
ORDER SETTING CASE SCHEDULE	schedule.pdf		0.00
CASE INFORMATION COVER SHEET	cics.pdf		0.00

Save Confirmation Receipt

Printer Friendly Version

- Download a copy of the "Order Setting Case Schedule" by clicking the link "schedule.pdf"
- IMPORTANT:**
 - The truancy case number will be both listed on the confirmation receipt (See screenshot above) and on the heading of the Order Setting Case Schedule. **Be sure to write the case number on the original petition prior to making a copy to serve.** (See "[What is Service](#)" handout for additional information).
 - Follow [Email Conventions for Truancy](#) to email the Petition(s) and Cause number(s) to the appropriate parties and **notify the Court** that a petition has been filed.

E-filing a Document in to an Existing Case:

- Select "E-File Documents into an Existing Case"

INSTRUCTIONS

- All documents except proposed orders must be filed before submitting to Ex Parte via the Clerk or Working Copies.
- A Valid KC Superior Court case number is still required
- help
- Available eForms

Please do not use your browser's 'Back' button

E-Filing

- E-File Documents into an Existing Case**
 - Use eForm Template
 - Orders for Review
- Start New Case(s)
- Ex Parte via the Clerk
- Working Copies
- Proposed Orders (Family Law)

E-Service

- Register for E-Service
- View My E-Service
- Manage My E-Service

- If the document you are filing is not listed on the dropdown select “Other”

E-File Documents into an Existing Case

Select Document(s) for E-Filing

Case Information

Case #: 22-7-1 Case Title: PUBLIC SCHOOLS vs

Document Type

--select one--

- ORDER DIRECTING ISSUANCE OF BENCH WARRANT
- Order Setting Case Schedule
- PETITION
- PLAINTIFFS PROPOSED INSTRUCTIONS
- Records Access Participant Form
- REPLY
- REPORT
- REQUEST
- REQUEST FOR DISCOVERY
- RESPONSE
- RETURN OF SERVICE
- SHERIFF'S RETURN OF SERVICE - NOT SERVED
- STATEMENT
- STATEMENT OF QUALIFICATIONS
- SUBPOENA NON-FEE
- TRIAL BRIEF
- TRIAL MEMORANDUM
- WITNESS LIST
- WITNESS RECORD
- OTHER (DO NOT FILE UNSIGNED ORDERS)**

Document Type

Total Upload : 0.00 MB of 50.00 MB

Previous Save and Exit

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- A space will appear where you can type in a description of the document you are filing (example: “CEB Agreement”) – Type in the document description
- Select “Choose File” to upload your document
- Select “Next” once your document is loaded

Document Type

OTHER (DO NOT FILE UNSIGNED ORDERS)

Re:

Document File

Document File Name: Choose File No file chosen OK

Only PDF and TIFF Files. Files cannot exceed 5 MB

Document Type	File Name	Size (KB)	Action
Total Upload : 0.00 MB of 50.00 MB			

- Confirm that you have loaded the correct document, then select “E-file Now”

Document Type	File Name	Attachment(s)	Cost
OTHER (DO NOT FILE UNSIGNED ORDERS) RE CEB AGREEMENT	CAST report.pdf		0.00

E-Filing does not automatically submit working copies to the court. If this filing requires working copies, you may submit them electronically by selecting the "Working Copies" button after clicking "E-File Now."

Previous Save and Exit **E-File Now**

- *Note: “E-Service” is not required for truancy cases. You may accept or select “Register for E-Service at a later time”.

Submitting a Proposed Order Prior to a Truancy Hearing:

- Select “Use eForm Template”

- Enter the case number and select “Next”
- Under the “Select a Template” list, choose the template for the type of hearing scheduled.

Case Number: 22-7 Case Title: SCHOOL DISTRICT vs

View/Edit/Create a document Clone the selected document to other case(s)

Select a Document: --- Create a New Document ---

Select a Template: --- Select a Template ---

Document Name: --- Select a Template ---

- Becca - Motion for Authorization of Alternate Service of Process
- Becca Order (One Page)
- Becca Order (Two Page)
- Order on ARY Fact Finding
- Order on CHINS Fact Finding
- Truancy - Contempt Order
- Truancy - Order on Dismissal
- Truancy - Order on Motion
- Truancy - Order on Progress Report
- Truancy - Order on Review
- Truancy - Order to Compel School Attendance
- Truancy - Purge Order

Hearing and Order Types:

- Becca Preliminary Hearing = “Truancy- Order to Compel School Attendance”
- Review Hearing = “Truancy- Order on Review”
- Contempt Hearing = “Truancy- Contempt Order”
- Purge Hearing= “Truancy- Purge Order”

- Select “Enter Data” tab

View/Edit/Create a document Clone the selected document to other case(s)
 Select a Document: --- Create a New Document ---
 Select a Template: Truancy - Order to Compel School Attendance
 Document Name: Truancy - Order to Compel School Attendance (22-7-1)

TRUANCY - ORDER TO COMPEL SCHOOL ATTENDANCE
 Case number: XX-X-XXXXX-X * SEA KNT
 School District: _____
 Name of School: _____
 Student/Respondent: _____ *
 Student's DOB: 10/31/2009
 Parent/Gdn/Respondent: _____
 Agreed
 Default
 Contested; testimony was taken (see clerk's minutes)

- Verify that any information that automatically loaded in to the order is correct (School District, Current School or last known school, Respondent(s) names, etc)
 - If the student is in elementary school, write “In the interest of” before the student’s name.
- **Scroll down to complete the proposed order.** *Orders will be reviewed and updated as needed during the hearing. (Note: screenshots below are from the Order to Compel)

View/Edit/Create a document Clone the selected document to other case(s)
 Select a Document: --- Create a New Document ---
 Select a Template: Truancy - Order to Compel School Attendance
 Document Name: Truancy - Order to Compel School Attendance (22-7-1)

UPCOMING HEARINGS
(You must check the checkbox for each scheduled hearing!)
 HEARING 1:
 Type: _____
 Subtype: _____
 Date: _____ (date format required)
 Time: _____ (Use this time format: 9:00am, 1:30pm, etc.)
 Courtroom: _____

- If the District is requesting a Review hearing be set, check the box “Hearing 1” and under “Type” scroll down to select “Review Hearing”. *Court Facilitator will enter next available hearing date during the hearing.
- If no review hearing is set, a Progress Report will be due within 90 days.

- Enter the name of the parent/guardian(s) and district’s representative(s)

THIS HEARING
 The following people were present at the hearing:

- Student
- Student's Lawyer
- Parent/Gdn 1
- Parent/Gdn 2
- Parent's Lawyer
- School Rep
- Interpreter
- Other(s)

- If respondent(s) were personally served with notice of the hearing, enter the date of service and be sure to E-File proof of service prior to the hearing.
- If respondent(s) were not personally served, check that box.

FINDINGS

- Student has failed to attend school.
- Parent/guardian has failed to cause student to attend school.
- District has informed parent/guardian of absences, scheduled one or more conferences, and has taken steps to eliminate or reduce absences.
- Respondent(s) received timely service on: (date format required)
- Respondent(s) did NOT receive timely service but did receive actual notice. Respondent(s) waive the right to timely service for this hearing.
- Other Findings:

- If there are specific next steps or conditions the District is requesting the Court to order, enter those in the spaces indicated below:

ORDER

- STUDENT:
 - Court orders student to attend school on a regular basis.
 - Student must attend school with no unexcused absences, tardies, suspensions, expulsions, or behavioral referrals.
 - Student also shall:
- PARENT:
 - Court orders parent/guardian to cause student to attend school.
 - Parent shall communicate with the school in a timely manner (w/in 48 hours) re: any and all absences and shall respond timely to all requests for information/documentation.
 - Parent also shall:
- DISTRICT:
 - Court orders district to:
 - If no hearing is scheduled, the School District shall file a progress report by: (date format required)
 - Order expires and shall be dismissed without prejudice on: (date format required)
 - Order must be personally served on Respondent.
 - Other Orders:

Full Version

- Be sure to “Save”!