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)

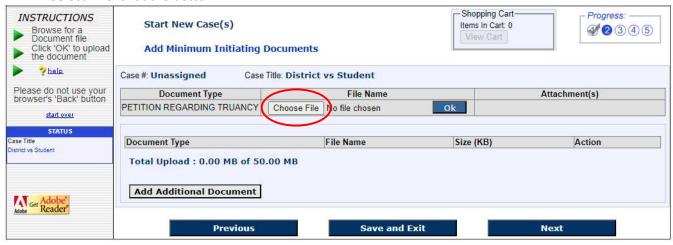
Select "Next"



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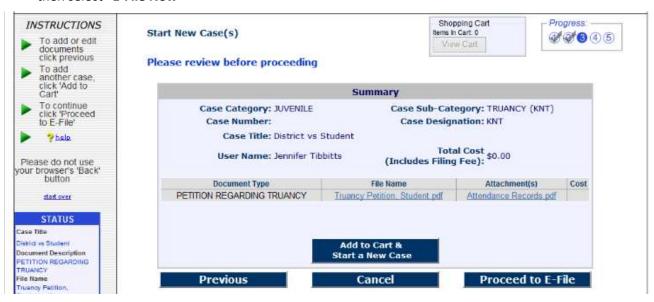
"Add Minimum Initiating Documents": (Reminder- only non-fillable, 8.5"x11" documents will be accepted.)

- *NOTE: If additional supporting documents are uploaded as "Additional Documents" instead of "Attachment(s)" to the truancy petition, a <u>cover sheet</u> 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.



"Please review before proceeding"

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



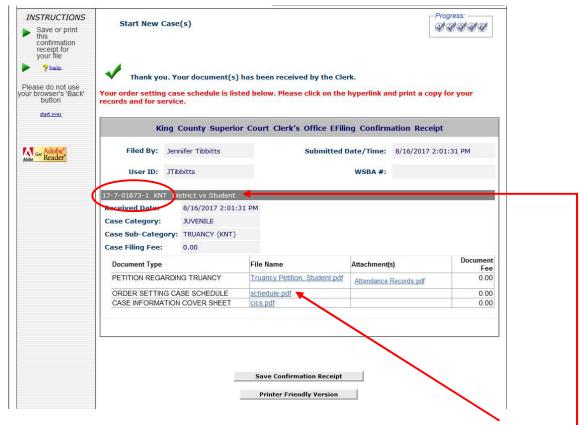
E-Filing does not automatically submit working copies to the court. If this filing requires working copies, you may submit them electronically by selecting the "Working Copies" button after clicking "E-File Now."

Previous

Save and Exit

E-File Now

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Download a copy of the "Order Setting Case Schedule" by clicking the link "schedule.pdf"

IMPORTANT:

- The <u>truancy case number</u> 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 "<u>What is Service</u>" handout for additional information).
- Follow <u>Email Conventions for Truancy</u> 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"

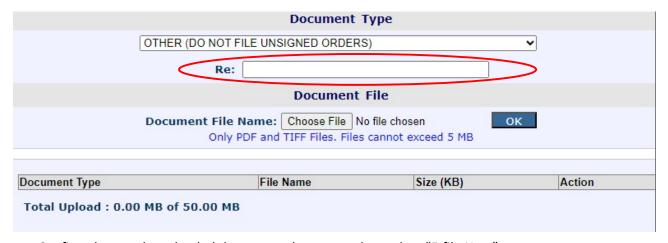


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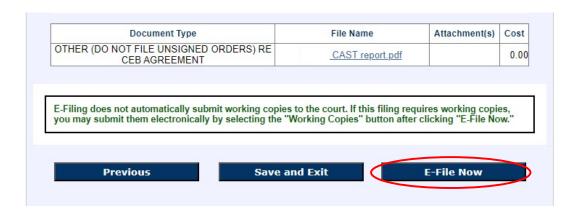
• If the document you are filing is not listed on the dropdown select "Other"



- 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

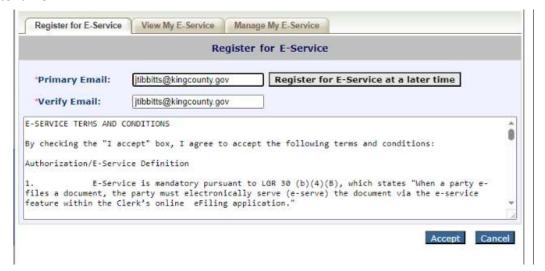


Confirm that you have loaded the correct document, then select "E-file Now"



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

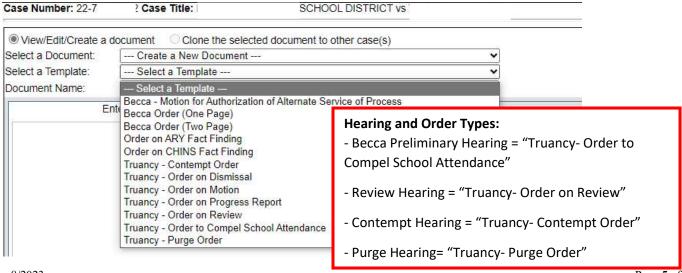


Submitting a Proposed Order Prior to a Truancy Hearing:

Select "Use eForm Template"

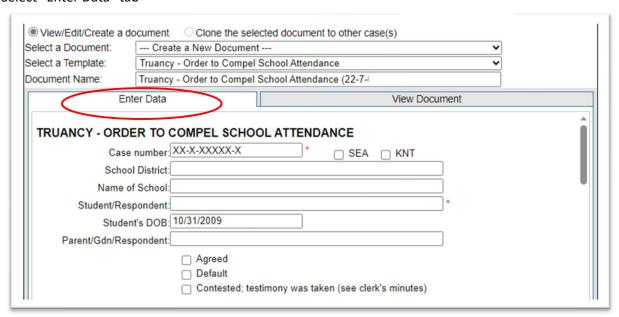


- Enter the case number and select "Next"
- Under the "Select a Template" list, choose the template for the type of hearing scheduled.

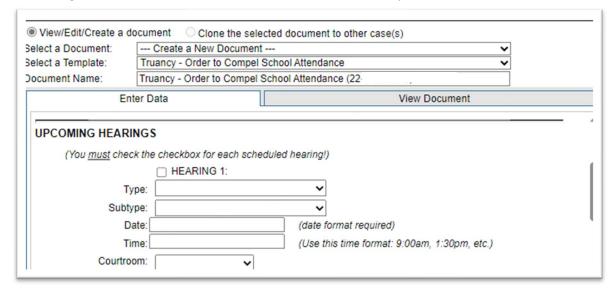


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Select "Enter Data" tab



- 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)
 - o 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)



- 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.

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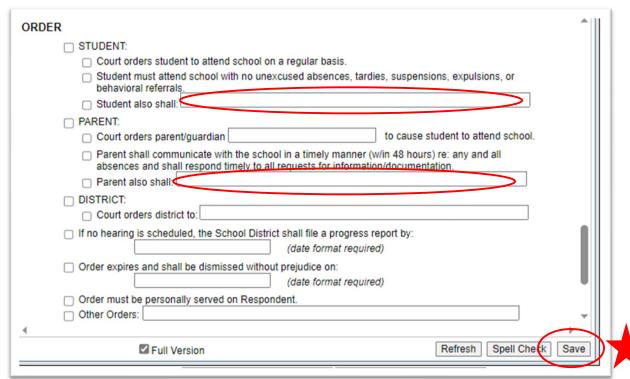
• Enter the name of the parent/guardian(s) and district's representative(s)

HIS HEARING		
The following people were pr	resent 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.

INDINGS	
	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:



Be sure to "Save"!

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