

## NEW FOR E FILING IN 2009

Mandatory E Filing is targeted for implementation on June 1, 2009 for attorneys ONLY. Agencies, and pro se filers are encouraged to use the E Filing service and the new features that will be offered such as working papers.

E Filing is being upgraded to incorporate new features, be more user friendly and to incorporate suggestions users have requested.

Information is posted on the King County Superior Court Clerk website including

- Clerk's Alerts
- Interactive Tutorials
- Schedule of demonstrations
- New interface design
- New features and services to maximize your E Filing experience and meet your needs
- E Filing Kiosk at the Seattle King County Law Library

## E Services Customer Support Available During King County Superior Court Office Hours

**Monday through Friday  
(Excluding Holidays)**

**Contact Number  
(206) 205-1600**

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### OFFICE HOURS AND LOCATIONS

**King County Courthouse**  
516 3rd Avenue, Rm. E-609  
Seattle, WA 98104  
Monday-Friday 8:30-4:30 p.m.

**Malem Regional Justice Center**  
401 Fourth Ave N. Rm. 2-C  
Kent, WA 98032  
Monday-Friday 8:30—4:30 p.m.

**Juvenile**  
1211 East Alder, Rm. 307  
Seattle, WA 98122  
Monday-Friday 8:30—4:30 p.m.

**General Information for all locations:**  
(206) 296-9300  
(206) 296-0100—TTY

[www.kingcounty.gov/courts/clerk](http://www.kingcounty.gov/courts/clerk)  
Alternate formats available upon request.

### Website Address

[www.kingcounty.gov/courts/clerk](http://www.kingcounty.gov/courts/clerk)

## King County Superior Court E Filing Services



**King County**

Office of the King County Superior Court Clerk  
Department of Judicial Administration



**Barbara Miner**

**Director and Superior Court Clerk**

## E FILING OVERVIEW

“E Filing” is electronic court document filing. This system allows users to submit documents electronically to start a new case or file into an existing King County Superior Court Case. E Filing has an optional service offered called E Service that allows parties to elect to accept electronic service. This is strictly voluntary and not mandatory if you sign up to E File documents.

E Filing is compatible with PC and Mac and most web browsers and operating systems. (Firefox is not supported) Documents are accepted for filing in PDF or TIF formats. Should a filing require a fee such as a new case filings those fees are paid through E Commerce via internet check or credit card. There is a \$2.49 convenience fee and \$0.95 internet check fee associated with using this system for fee based filings.

Documents requiring a judges signature, usually an order or proposed order, are not accepted via E Filing. Declarations may be filed if you sign up for the Expanded option. Those filings requiring working papers will be able to file their working papers in mid 2009. As of February 2009 this service is not available and must still be delivered to the Judges/Commissioners as required by local rule.

In June 2009 **all** attorneys will be mandated to E File and all others are encouraged to utilize this service. E Filing is available 24/7 outside intermittent maintenance. When submitted via E Filing the Clerk's Office hours are the governing protocol for time of filing from 8:30 a.m. to 4:30 p.m. If you do not feel your submission will be timely please use alternative methods for filing your document.

Tools offered to assist you in using the E Filing Application :

- Demonstration classes are offered to anyone interested in E Filing and those who are mandated. Classes are offered on a first come first serve basis.
- E Filing Tutorials are offered on the E Filing website for both starting a new case and filing documents into an existing case.
- FAQ's are available to answer the most questions

**To preview the above tools go to :** <http://www.kingcounty.gov/courts/Clerk/E-Filing.aspx>

## How to sign up for an account

### Clerk's web page

<http://www.kingcounty.gov/courts/Clerk/E-Filing.aspx>

### E Filing Application

<https://dja-efsp.kingcounty.gov/efiling>

#### **NEW USER? How to Obtain Logon ID: CREATE USER ID**

2. Please select a USERNAME and enter it in the field provided( Please do not use your e-mail address.) That is with in the listed boundaries.
3. Then proceed through the rest of the form, filling in the appropriate spaces with your information.
4. Please make sure that your e-mail is correct, this could affect your account access.
5. Once you hit submit, a slip with all you log on information will pop up and you can save or print this.
6. Next an e-mail will be sent to your account in which you must click the link provided to activate your account.
7. Once activated you can proceed to the log in screen and access your account.