



King County

Department of Judicial Administration & Superior Court Ex Parte Department AGREED FAMILY LAW ORDERS – EX PARTE DEPARTMENT

Information

Until further notice, certain Family Law agreed proposed orders (temporary & final) which previously would have been presented in person to Ex Parte or Family Law should be submitted via e-filing through [Orders for Review](#) for both Seattle and Kent locations.

The Following Proposed Orders should be submitted via Orders for Review E-filing queue:

- Agreed Temporary Family Law Order
- Agreed Temporary Parenting Plan
- Agreed Temporary Child Support Order
- Agreed Temporary Restraining Order
- Agreed Order Appointing GAL/Parenting Evaluator (Title 26)
- Agreed Final Divorce Order w/Children
- Agreed Findings for Divorce w/Children
- Agreed Parenting Plan
- Agreed Child Support Order
- Agreed Restraining Order
- Agreed Adequate Cause Order – Parenting Plan Modification
- Agreed Adequate Cause Order – Nonparental Custody
- Agreed Reissuance of Temporary Restraining Order
- Agreed Order Continuing Hearing – FL Motions

The Following Proposed Orders should not be submitted via Orders for Review E-filing queue:

- Non-Family Law Agreed Orders including Dependency
- Protection Orders
- Agreed Family Law Orders eligible for submission [Ex Parte via the Clerk](#) (Click for List)
 - Except if submitted with a qualifying order above. For example, parties may submit their Final Parenting Plan and Final Divorce Order simultaneously rather than submitting the Parenting Plan to the Agreed Orders Queue and the Final Divorce Order to Ex Parte via the Clerk. If the Parenting Plan has previously been entered, the Final Divorce Order(s) should be submitted Ex Parte via the Clerk.

IMPORTANT:

- Mandatory forms must be used when available.
- Supporting Documents that are not proposed orders, including Declaration of Formal Proof and Certificate of Compliance, should be E-Filed prior to submission of Agreed Orders to this system.
- A Declaration of Formal Proof available online at <https://www.kingcounty.gov/courts/superior-court/family/family-law-instructions.aspx>, must be filed prior to entry of any Final Divorce or

Legal Separation signed by at least one party to the case. A Declaration signed by counsel is not sufficient.

- When presenting a final parenting plan, residential schedule, or a final nonparental custody order, an attorney must sign and file a certificate of compliance. This includes any subsequent modifications resulting in a new “Final” Parenting Plan.
- The attorney of record presenting the proposed decree must sign the proposed orders and provide their Bar Association Number. At least one of the parties must sign the child support worksheets.
- Before entering the parenting plan, the Court will consult the Judicial Information System for any criminal history, restraining orders, or actions involving children relevant to the determination of a parenting plan. The results from this review will be filed under a JIS Check Confidential Coversheet.
- The Court may, at its discretion, require a telephonic appearance for any submission. Parties may receive a Rejection Notice directing them to arrange such an appearance.
- Any party registered for E-Service in a respective case will receive a conformed copy of any signed orders.

Agreed Order Submission

Illustrated Agreed Order Submission

Proposed Order for Review

1. Open the [E-Filing application](#), enter User ID and Password.

The screenshot shows the King County Department of Judicial Administration E-Filing portal. The header includes navigation links (HOME, NEWS, SERVICES, DIRECTORY, CONTACT) and a search bar. The main heading is "Dept of Judicial Administration – E-Filing" with the subtitle "Superior Court Clerk's Office".

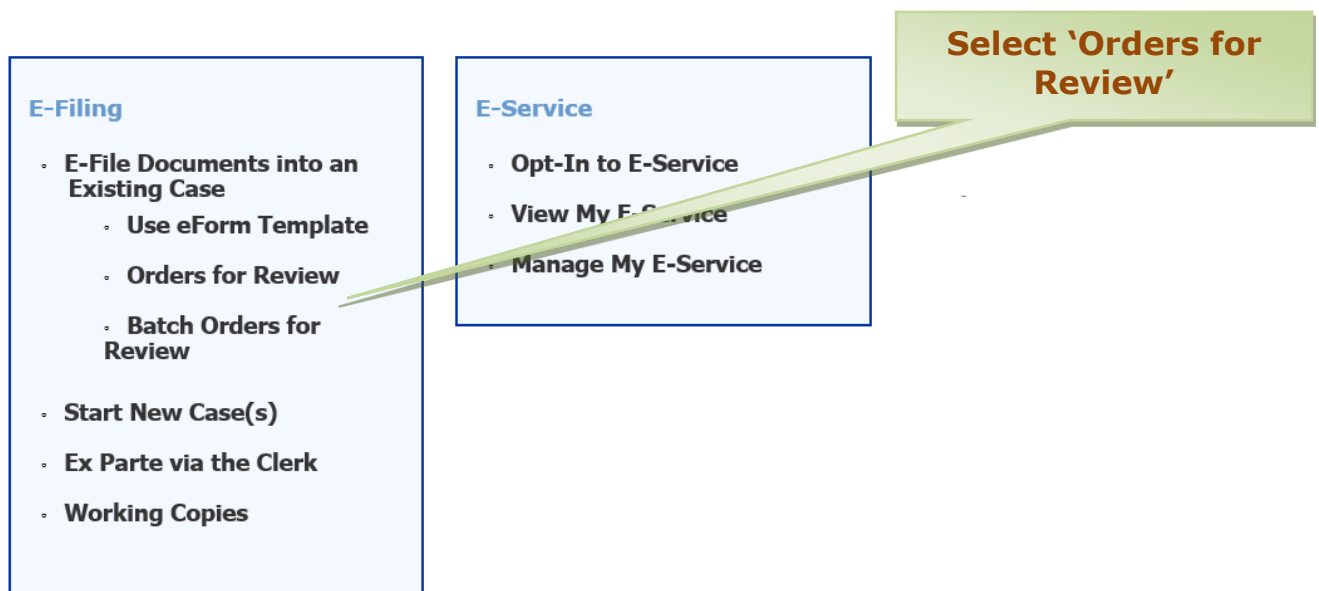
On the left, an "INSTRUCTIONS" box states: "Please enter your User ID and Password to sign into the E-Filing Application" and "Please do not use your browser's 'Back' button".

The central area features the "eFiling" logo and a welcome message: "The King County Superior Court Clerk Welcomes you to". Below this, a notice mentions a new version of the application in production as of March 15, 2010, and provides a link to the "E-Filing website" for release notes. A subscription notice for E-Filing related announcements is also present.

On the right, the login section is titled "Please Complete to sign in". It contains two input fields: "User ID" and "Password". A "Sign In" button is located below the Password field. Links for "Create User ID", "Update Profile / Password", and "Forgot Password / User ID" are provided at the bottom of the login section.

Two green callout boxes with arrows point to the login fields: one labeled "User ID" pointing to the User ID input field, and another labeled "Password" pointing to the Password input field.

2. Select **Orders for Review** process flow



3. Choose a Judge/Judge Panel and enter the case number.

The screenshot shows the 'E-File Documents into an Existing Case' form. The title is 'E-File Documents into an Existing Case' and the subtitle is 'Enter Case Number'. The form has two main sections: 'Judge/Judge Panel:' with a dropdown menu currently showing '--select--', and 'Case Number:' with a text input field. Below the input field is a pattern hint: 'XX-X-XXXX-X or XXXXXXXXX'. A checkbox below the input field is labeled 'Check this box if your case number is NOT 9 digits'. At the bottom of the form are two buttons: 'Cancel' and 'Next'. Two green callout boxes provide instructions: 'Select EXP Family Agreed Orders Panel' points to the dropdown menu, and 'Enter the case number' points to the text input field.

4. Select the type of document being uploaded.

The screenshot shows the 'E-File Documents into an Existing Case' form at the 'Select Document(s) for E-Filing' step. The form displays 'Case Information' (Judge/Judge Panel: EXP Family Agreed Orders, Case #: 02-2-99999-9, Case Title: TEST'39 vs TEST ZZ) and 'Document Type' (AGREED ORDER). Below this is the 'Document File' section, which includes a 'Document File Name' field with a 'Choose File' button and a 'Test Document.pdf' file. A note states 'Only DOC, DOCX or PDF Files. Files cannot exceed 5 MB'. At the bottom, there is a table with columns 'Document Type', 'File Name', 'Size (KB)', and 'Action'. The table shows 'Total Upload : 0.00 MB of 50.00 MB'. At the bottom of the form are three buttons: 'Previous', 'Save and Exit', and a partially visible 'Next' button. Two green callout boxes provide instructions: 'Select the type of document' points to the 'Document Type' dropdown, and 'Locate the file to upload' points to the 'Choose File' button.

5. Final review and submit to the judge

E-File Documents into an Existing Case

Please review before proceeding

Click on Submit to Judge

Summary

Case Number:	02-2-99999-9	Case Designation:	KNT
Case Title:	TEST'39 vs TEST ZZ		
User Name:	David Smith		
Judge/Panel:	EXP Family Agreed Orders		

Document Type	File Name	Attachment(s)
AGREED ORDER	Test Document.pdf	

[Previous](#) [Save and Exit](#) [Submit To Judge](#)

Click on the link to see the document

6. Submission review and confirmation page

E-File Documents into an Existing Case

Your submission is pending a judicial review.


King County Superior Court Clerk's Office EFiled Confirmation Receipt

Case Number:	02-2-99999-9	Case Designation:	KNT
Case Title:	TEST'39 vs TEST ZZ		
Filed By:	David Smith	Submitted Date/Time:	4/16/2020 3:24:18 PM
		Received Date/Time:	Pending Judicial review
User ID:	dsmith84	WSBA #:	
Judge/ Panel:	EXP Family Agreed Orders		

Document Type	File Name	Attachment(s)
AGREED ORDER	Test Document.pdf	

[Save Confirmation Receipt](#) [Printer Friendly Version](#) [Next \(E-Serve document\)](#)

7. Status of the submission is visible on the E-File status page.

My Cases - Filing Status help 

[E-File Progress](#) [E-File Status](#) [Ex Parte Status](#) [WCopies Status](#)

Document(s) submitted to the Clerk. Select Status column link for additional information.

E-Service Working Copy Ex Parte E-Serve	Case Number	Submitted Date/Time	Received Date/Time	Status	Document Type
	02-2-99999-9 KNT TEST'39 vs TEST ZZ	04/16/2020 03:24:18 PM		WaitForJudgeReview	AGREED ORDER

**Submission status
will display**

The reviewing judicial officer has 3 options when receiving the proposed order:

- A. Order will be filed and no revisions are necessary.
- B. Order will be filed and revisions are necessary.
- C. Order should be returned to filer.