King County

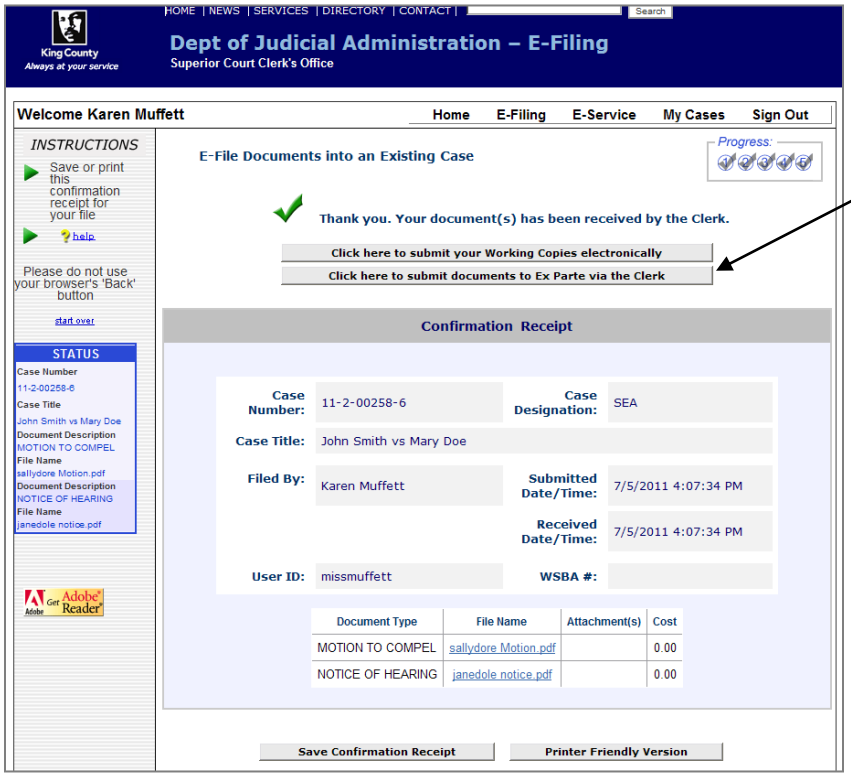
How to Electronically Submit to Ex Parte via the Clerk

Please refer to LCR 40.1 to determine if your matter must be heard in the Ex Parte and Probate Department. Once determined to be an ex parte matter, refer to the Ex Parte Master List to determine if the matter must be submitted through the Ex Parte via the Clerk process or presented in person. For additional information, please see the Clerk's Ex Parte via the Clerk webpage: http://www.kingcounty.gov/courts/Clerk/ExParte.aspx.

All supporting document(s) necessary for the court to decide the issue must be provided. The court will not research the court file. The only document(s) presented by the Clerk to Ex Parte that will become part of the court file is the order(s) signed by the commissioner. Any other documents must be filed / e-filed separately.

The *e*Ex Parte via the Clerk fee must be paid using the King County *e*Commerce application via a credit card or internet check. An *e*Commerce transaction fee of $2.49 for credit cards or $1.49 for internet checks will be included.

There are 3 ways to access the eEx Parte via the Clerk component of the eFiling Application:



(1) Access from Confirmation Receipt

- You may access *e*Ex Parte via the Clerk after e-filing a document(s) into an existing case by selecting the "Submit to Ex Parte" button on your e-filing confirmation receipt.

-OR-

King County

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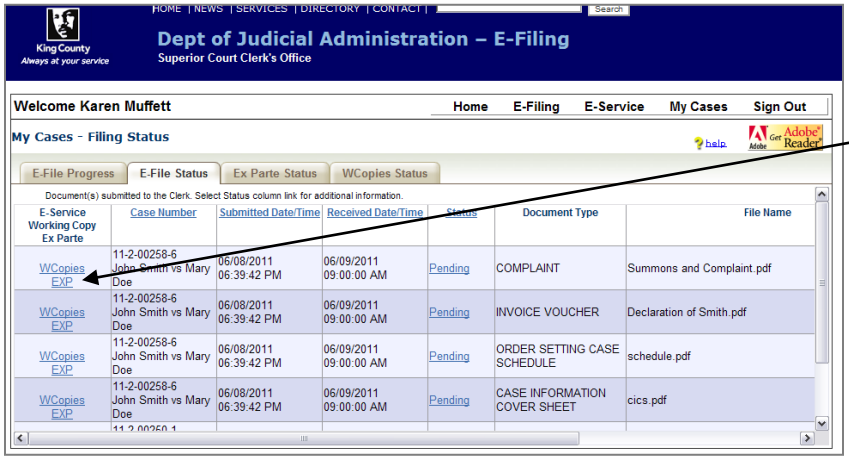
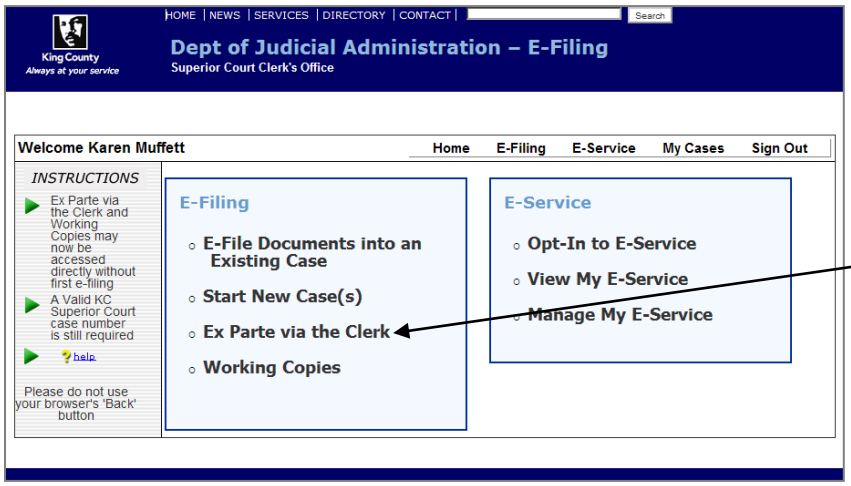


(2) Access from My Cases>E-File Status Tab

- You may access eEx Parte via the Clerk from the "My Cases>E-File Status" tab (within 30 days) by clicking the "EXP" link.
- This option is available for only one submission. If you need to prepare another submission, access the "eEx Parte via the Clerk" link on the home page.



-OR-

(3) Access from eFiling Home Page

(step 1)

- If you do not need to file a document(s) into the case you may access eEx Parte via the Clerk directly from the eFiling Home Page (e.g, stipulated orders or qualified domestic orders).

(step 2)

- Enter case number for your submission.
- Click 'Next'.

King County

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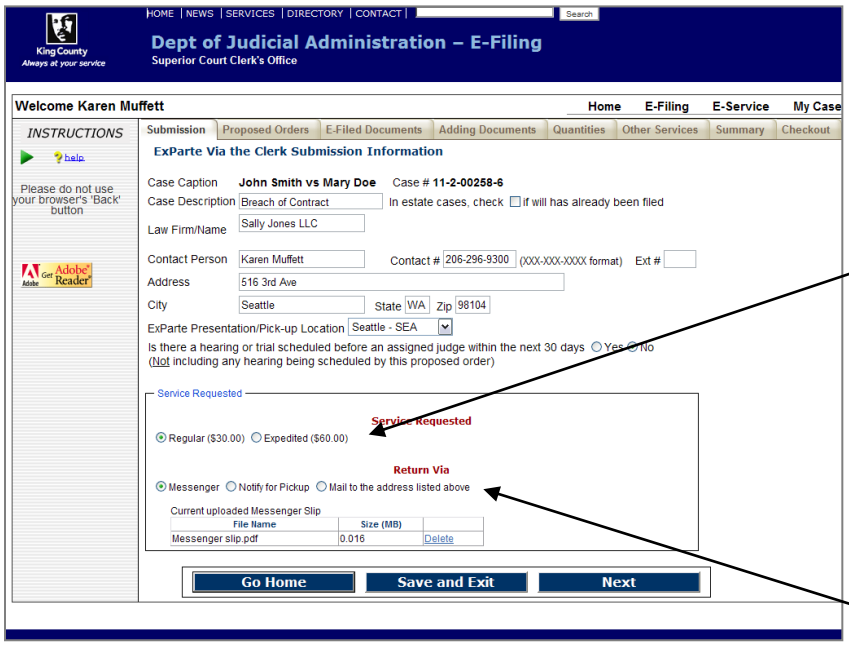
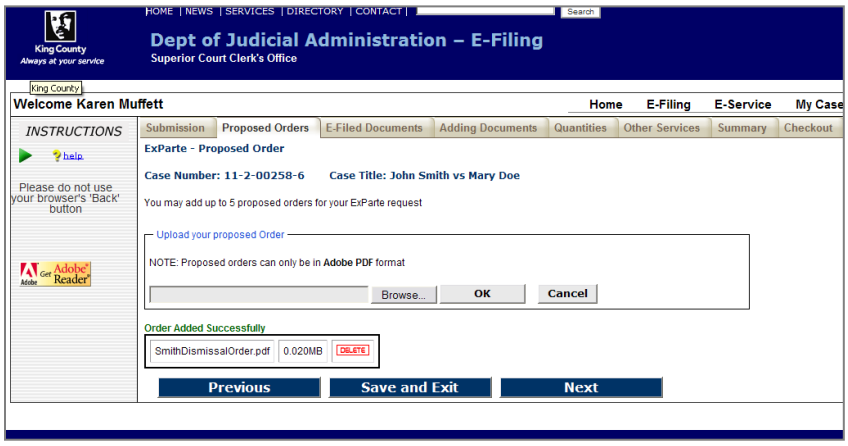


Submission Information

- Complete contact information – this is the person the clerk will contact by phone if there are any questions about your submission.
- Select your desired presentation location.
- Choose level of service:
  - "Regular": Four times per court day, submissions are presented to the Ex Parte Department.
  - "Expedited": Within 15 minutes of receipt by the Clerk's Office, your documents will be presented to the Ex Parte department for consideration.
- Choose your return delivery method:
  - "Messenger": You will be prompted to upload a messenger slip;
  - "Notify for Pickup": You will be called at the contact number provided; or
  - "Mail": For no additional charge, your document(s) will be mailed to you.



Proposed Orders

- **Remember to include the case number and designation on your proposed order(s) before uploading.** (If it is an e-filed new case, you will find the case number on your confirmation receipt).
- Select the "Browse" button to upload your proposed order(s) in PDF format.
- You may upload up to five (5) proposed orders in one case in a single submission.

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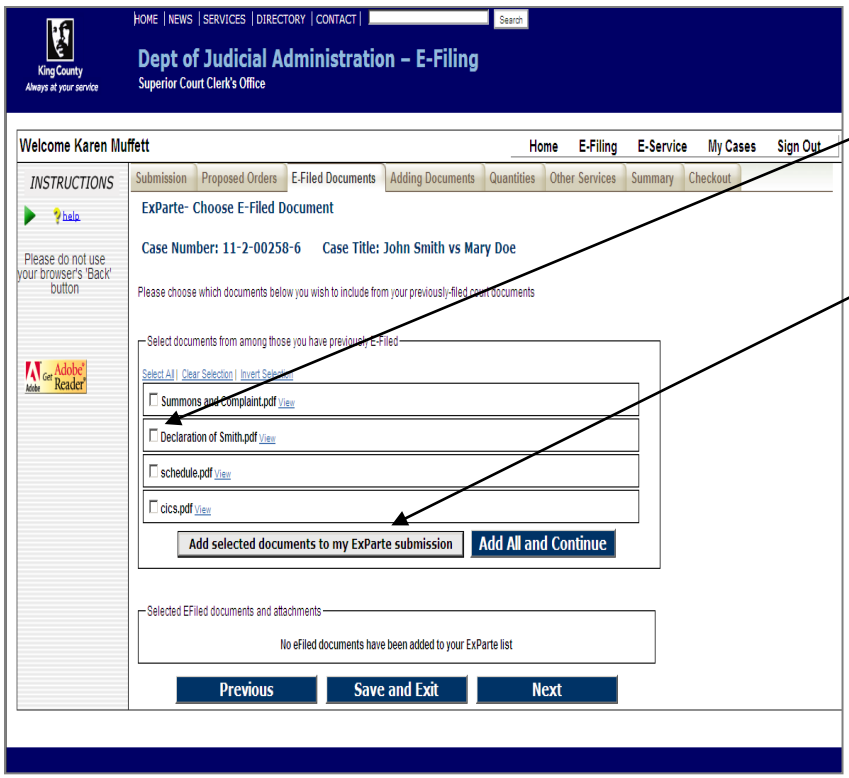
Ex Parte via the Clerk accessed via (1) Confirmation Receipt or (2) My Cases>E-File Status Tab:



E-Filed Documents

1.) Use the checkbox(es) to select the e-filed document(s) you would like included in your submission.

Click the "Add Selected Documents to my ExParte submission" button and the selected documents will move to the table at the bottom of the page.

Click "Next".

Or

2.) If you wish to select all your e-filed documents, click the "Add All and Continue" button, which will select all your e-filed documents and proceed to the next screen in one "click".

Ex Parte via the Clerk accessed via the eFiling Home Page link:

Click "Next" to continue.

King County

How to Electronically Submit to Ex Parte via the Clerk

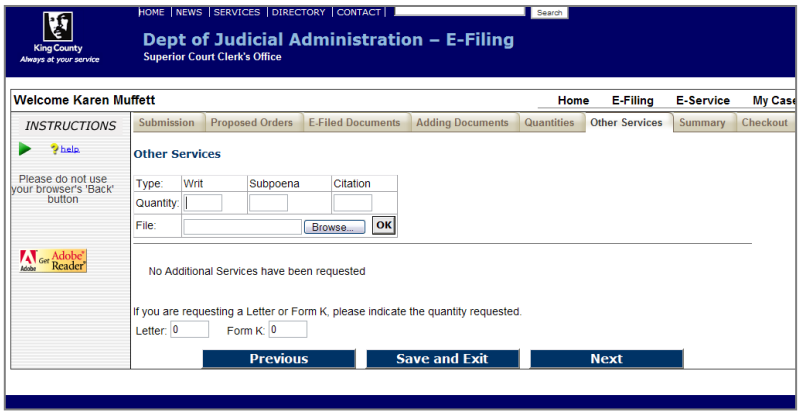
Adding Documents

- Select the "Browse" button to add additional documents you would like the commissioner to consider. These can be documents already contained within the court file, minute orders, case law, etc.
  - Be sure to select the "Add Document" button
- If you have no additional documents to include, click "Next"
- If you do not wish to order additional services (one conformed copy of the order(s) is included), select "Pay and Submit Now" to "Add Another Ex Parte Case" or to continue on to eCommerce.

Document Quantities

- Remember that you will automatically receive one (1) conformed copy of your order(s) as part of the Clerk's service.
- You can request regular, certified or exemplified copies of your order(s)
- Please indicate the quantity desired in the appropriate box(es)

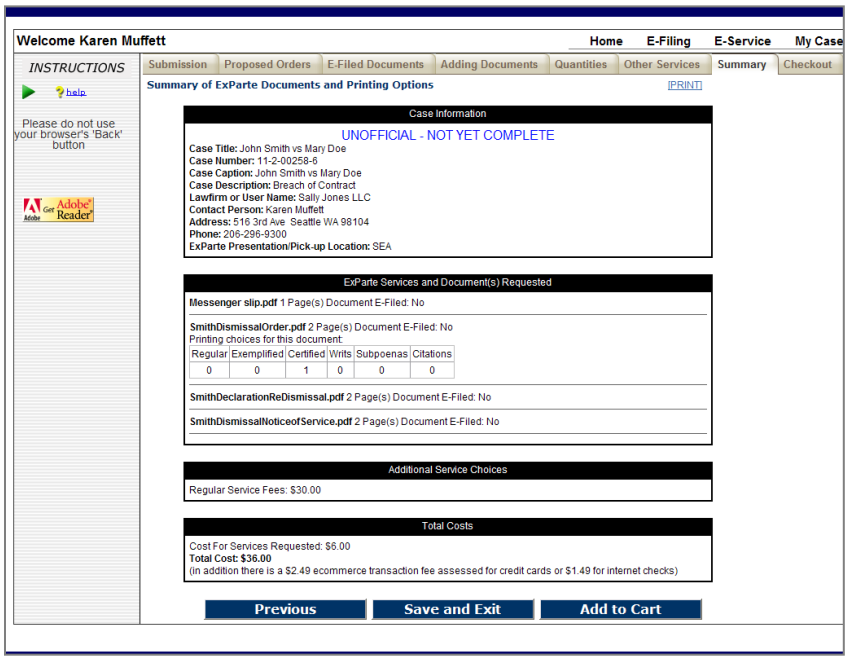
Other Services



- You can request writs, subpoenas or citations by indicating the quantity desired in the appropriate box and then uploading your writ, subpoena or citation to be issued.
- If you are requesting letters or Form Ks indicate the quantity desired.

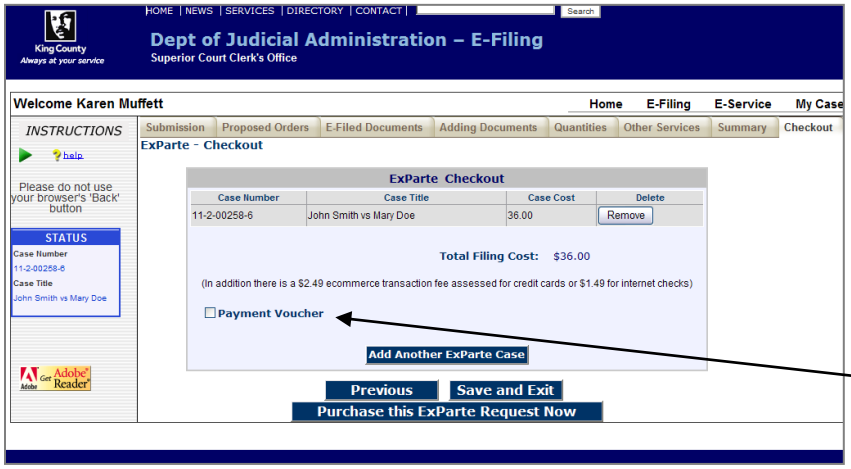
King County

How to Electronically Submit to Ex Parte via the Clerk



Submission Summary

- This summarizes your Ex Parte submission, including Ex Parte services, documents requested and total cost.
- Review the summary before continuing.
- If you discover you have made a mistake and wish to include additional documents, order additional services, etc., you may use the "Previous" button to make your changes.
- Once you have verified your Ex Parte submission, select "Add to Cart".



Checkout

- Select "Purchase this Ex Parte Request Now" to be redirected to the King County *e*Commerce site to pay for your Ex Parte submission(s).
- If you have an additional Ex Parte submission(s) you may select "Add Another Ex Parte Case".
- Authorized Government Agencies can pay by voucher.

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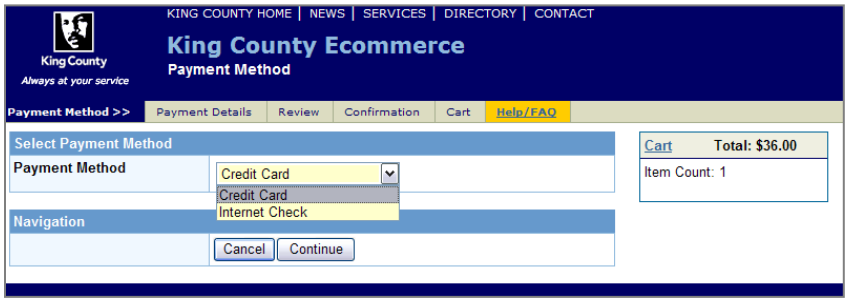


King County *e*Commerce

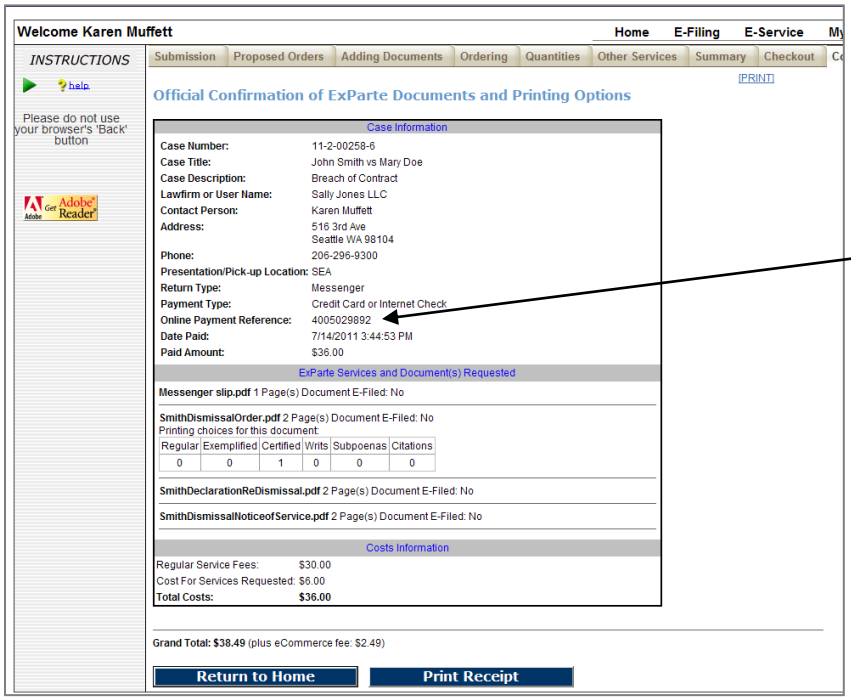
- Payment can be made by Internet Check or Credit Card (AMEX, VISA, MasterCard and Discover).

King County *e*Commerce

- After entering your payment information click “Continue”.
- A payment confirmation receipt will be sent to the e-mail address you entered.

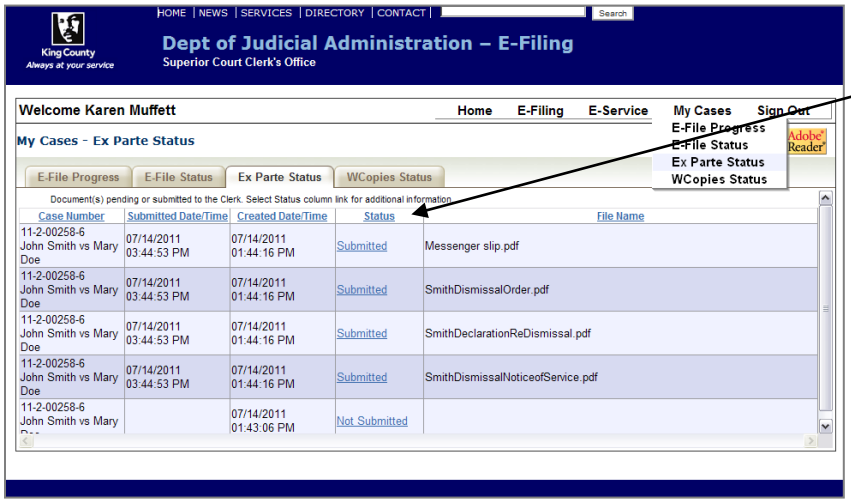
King County

How to Electronically Submit to Ex Parte via the Clerk



Ex Parte Confirmation Page

- This is your confirmation page and final receipt of your Ex Parte submission(s) that includes case information, a list of documents submitted, additional services requested, total amount paid and the online payment reference number.
- Please print a copy of your receipt for your records.
- You may access the confirmation receipt (for only 30 days) via the "My Cases>Ex Parte Status" tab.



My Cases>Ex Parte Status tab

- Status Column:
  - "Submitted" (completed & sent to the Clerk): Click to access your "Confirmation Receipt". Available for 30 days.
  - "Not Submitted" (in-progress): Return to where you left off in the Ex Parte via the Clerk submission process. Available for 5 days.