

CLERK'S ALERT

Mandatory use of Electronic Ex Parte via the Clerk for Attorneys

Pursuant to LGR 30, attorneys shall electronically file (e-file) all documents using the Clerk's online e-Filing application. This includes electronic submissions to the Ex Parte and Probate Department. Beginning January 3, 2017, the court will be signing most Ex Parte and Probate Department submissions electronically and the Clerk is passing along these reminders to help ensure success with electronic Ex Parte via the Clerk (e-EPVC) filing:

- Accepted File Formats: All supporting documents must be PDF or Tiff files and not exceed 5 MB each. All orders must be in Word format except for agreed orders.
- Agreed/Stipulated Orders: **Only** agreed or stipulated orders may be submitted in PDF format, with signatures scanned when selecting "Agreed Order" document type.

Upload your proposed Order

NOTE: Agreed Orders may be submitted in PDF. All other orders must be in Word format (doc or docx**).**

Document Type (*):

Select File(*):

- Sealed Documents: Be sure when submitting sealed documents, including Qualified Domestic Relations Orders (QDROs) that you submit the sealed cover sheet as the first page of the document to be sealed. If you submit the sealed cover sheet as a separate document, your document will not be sealed.
- Child Support Orders and Child Support Worksheets: When judicial officers sign electronically, the e-filing system appends a signature page to the back of the order being e-filed. Because both the Orders for Support and the Child Support Worksheets need to be signed by the judicial officer, these should always be submitted to the EPVC as two separate documents.
- Returns via Email: ShareFile is used to email documents. (From:mail@sf-notifications.com)
Note: Some requests that cannot be returned via email:
 - Form Ks
 - Writs
 - Citations
 - Subpoenas
- Fee Waiver Option: Users will now be able to submit orders with eligible fee waivers (i.e. guardianships with assets less than \$3,000) using the "Fee Waiver button."

KING COUNTY SUPERIOR COURT CLERK'S OFFICE

CONTACT: Jane Swanson, Customer and Financial Services Manager, 206-477-8382
ISSUED BY: Barbara Miner, Director and Superior Court Clerk
ISSUE DATE: December 29, 2016
ISSUE NO: 16-006



www.kingcounty.gov/courts/clerk

You have subscribed to receive notices from the **Superior Court Clerk's Office**.

- Manage: [Change preferences or unsubscribe](#)
- Questions about this service? [Contact us directly](#) or [search FAQs here](#)
- View King County's [privacy policy](#)