

Instructions for How to Start a New Case with a Fee Waiver

During COVID-19 closure of Clerk's Office

Step 1: Log in or Create E-filing account at

<https://dja-efsp.kingcounty.gov/EFiling/Logon/Logon.aspx?ReturnUrl=%2fEFiling%2fdefault.aspx>

Step 2: Select 'Ex Parte via the Clerk' in the E-filing section of the application

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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

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INSTRUCTIONS
All documents except proposed orders must be filed before submitting to Ex Parte via the Clerk or Working Copies. A Valid KC Superior Court case number is still required.
Help
Available eForms
Please do not use your browser's 'Back' button

E-Filing

- E-File Documents into an Existing Case
 - Use eForm Template
 - Orders for Review
- Start New Case(s)
- Ex Parte via the Clerk**
- Working Copies

E-Service

- Register for E-Service
- View My E-Service
- Manage My E-Service

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Environment: PROD

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Step 3: Enter in the following case number: 02-2-99999-9. Once that is typed in, select 'Next'.

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INSTRUCTIONS
Submit to the Clerk proposed order(s) and previously filed supporting document(s) for presentation to the Court, per LCR 40.1.
Help
Please do not use your browser's 'Back' button

Ex Parte via the Clerk

Enter Case Number

Please verify the case number before continuing

Case Number: X
xx-x-xxxxxx-x or xxxxxxxxx

Check this box if your case number is NOT 9 digits

Cancel Next

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Step 4: Under Ex Parte via the Clerk Submission Information – on the Submission tab, Complete all fields with Contact and Case Information for your request. Please note your Ex Parte Presentation location and select ‘No’ for is your hearing in the next 30 Days.

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte Via the Clerk Submission Information

IMPORTANT MESSAGE REGARDING UNLAWFUL DETAINER ACTIONS:
Per King County Superior Court Emergency Order Number 9, the court is suspending/staying further civil residential eviction actions until March 30, 2020, unless that emergency order is superseded by a subsequent emergency order.

Case Caption **TEST39 vs TEST ZZ** Case # **02-2-99999-9**
Case Description **Domestic** In estate cases, check if will has already been filed
Law Firm/Name **GS**
Contact Person **GS** Contact # **867-5309** (xxxx-xxx-xxxx format) Ext #
Email **gs@gmail.com**
Mailing Address **516 3rd AVE**
City **Seattle** State **WA** Zip **98104**
ExParte Presentation/Pick-up Location **Seattle - SEA**
Is there a hearing or trial scheduled before an assigned judge within the next 30 days Yes No
(Not including any hearing being scheduled by this proposed order)
Service Requested
Service Requested
 Regular (\$30.00) Expedited (\$60.00) Fee Waived (Regular)
Court or Clerk fee waiver already on file
Return Via
 Messenger Notify for Pickup Mail to the address listed above Email

Go Home Save and Exit Next

Step 5: On that same screen in the ‘Service Requested’ section, select ‘Fee Waived (Regular)’. A drop down will appear. Select ‘Court Clerk Fee Waiver already on file’ from that drop down.

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte Via the Clerk Submission Information

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 Messenger Notify for Pickup Mail to the address listed above Email

Go Home Save and Exit Next

Step 6: Select one of two methods of return, Mail or Email. Select ‘Next’.

Home E-Filing E-Service
Register i
View My i
Manage N

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte Via the Clerk Submission Information

IMPORTANT MESSAGE REGARDING UNLAWFUL DETAINER ACTIONS:
Per King County Superior Court Emergency Order Number 9, the court is suspending/staying further civil residential eviction actions until March 30, 2020, unless that emergency order is superseded by a subsequent emergency order.

Case Caption **TEST39 vs TEST ZZ** Case # **02-2-99999-9**
Case Description Domestic In estate cases, check if will has already been filed
Law Firm/Name GS
Contact Person GS Contact # 206-867-5309 (xxx-xxx-xxxx format) Ext #
Email gs@gmail.com
Mailing Address 516 3rd AVE
City Seattle State WA Zip 98104
ExParte Presentation/Pick-up Location Seattle - SEA
Is there a hearing or trial scheduled before an assigned judge within the next 30 days Yes No
(Not including any hearing being scheduled by this proposed order)
Service Requested
 Regular (\$30.00) Expedited (\$60.00) Fee Waived (Regular)
Court or Clerk fee waiver already on file
Return Via
 Messenger Notify for Pickup Mail to the address listed above Email

Go Home Save and Exit Next

Step 7: On the Proposed Orders tab, choose 'Agreed Order' from the Document Type drop down.

Next use the Browse button to upload you Order to Waive Fees and select 'Add'.

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Superior Court Clerk's Office

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Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte - Proposed Order
Case Number: 02-2-99999-9 Case Title: TEST39 vs TEST ZZ
You may add up to 5 proposed orders for your ExParte request

Upload your proposed Order
NOTE: Agreed Orders may be submitted in PDF. All other orders must be in Word format (doc or docx).
The Document Type selection have been recently updated. Please select the document type that most accurately reflects your proposed order.
Document Type (*) AGREED ORDER
Select File(*) C:\Users\saucieg\Desktop\Order for Fee Waive Browse...
Add Cancel

Previous Save and Exit Next

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Once you have added your Order to Waive fees- confirm the correct file was uploaded and then select 'Next'.

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte - Proposed Order

Case Number: 02-2-99999-9 Case Title: TEST'39 vs TEST ZZ

You may add up to 5 proposed orders for your ExParte request

Upload your proposed Order

NOTE: Agreed Orders may be submitted in PDF. All other orders must be in Word format (doc or docx). The Document Type selection have been recently updated. Please select the document type that most accurately reflects your proposed order.

Document Type (*): AGREED ORDER

Select File(*): Browse...

Add Cancel

Order Added Successfully

Document Type	File Name	File Size	
AGREED ORDER (AGOR)	Order for Fee Waiver.pdf	0.177MB	DELETE

Previous Save and Exit Next

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Environment: PROD

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Step 8: Select 'Next' to go to the Adding documents page

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INSTRUCTIONS

Instructions

Please do not use your browser's 'Back' button

Adobe Reader

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte- Choose E-Filed Document

Case Number: 02-2-99999-9 Case Title: TEST'39 vs TEST ZZ

Please add documents to Ex Parte via Clerk using next page.

Previous Save and Exit Next

Step 9: Use the Adding Documents page to upload your Motion for Fee Waiver and Financial Statement and all other initiating documents as separate files (e.g. Petition, CICS, etc.) by using the Document Type drop down menu and Browse button. Once a file is selected, click on the 'Add' button.

***** PLEASE LIST ALL DOCUMENT TYPES AS 'OTHER (DO NOT FILE UNSIGNED ORDERS)' in the 'Document Type' drop down menu.**

ExParte - Include Additional Documents

Case Number: 02-2-99999-9 Case Title: TEST'39 vs TEST ZZ

You can add supporting document(s) and attachment(s) to your Ex Parte via the Clerk submission here. Upload (add) a new document as part of your ExParte copies

Add document to your ExParte Set
Only PDF and Tiff files not to exceed 5 MB each

Document Type (*): OTHER (DO NOT FILE UNSIGNED ORDERS)

Select File(*): C:\Users\saucieg\Desktop\Motion for Fee Waive Browse...

Add Cancel

New uploaded documents list

Check "E-File Me" box below for all documents not previously filed into the court file. You must add supporting document(s) if your proposed order is not an agreed order

Previous Save and Exit Next Pay and Submit Now

Step 10: Continue adding initiating documents, whatever those may be, (all under the Document Type 'Other') and review your files to make sure everything is listed and accurate.

Required documents to initiate a case (for example: Petitions, Complaints, and Case Assignment Area Form and Case Index Cover Sheets, Confidential Information Form,) most forms can be found at https://kingcounty.gov/courts/clerk/forms.aspx and for family law forms at http://www.courts.wa.gov/forms/?fa=forms.static&staticID=14 &

AT THIS TIME UNSELECT THE 'E-FILE ME' tick boxes (circled in red below)

Once you have confirmed this, select 'Pay and Submit Now'.

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Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte - Include Additional Documents

Case Number: 02-2-99999-9 Case Title: TEST'39 vs TEST ZZ

You can add supporting document(s) and attachment(s) to your Ex Parte via the Clerk submission here. Upload (add) a new document as part of your ExParte copies

Add document to your ExParte Set
Only PDF and Tiff files not to exceed 5 MB each

Document Type (*): OTHER (DO NOT FILE UNSIGNED ORDERS)

Select File(*): Browse...

Add Cancel

New uploaded documents list

Check "E-File Me" box below for all documents not previously filed into the court file.

Document Type	File Name	File Size	E-File Me	
OTHER (DO NOT FILE UNSIGNED ORDERS) (OTHER)	Motion for Fee Waiver.pdf	0.179	<input type="checkbox"/>	Remove
OTHER (DO NOT FILE UNSIGNED ORDERS) (OTHER)	Financial Statement.pdf	0.180	<input type="checkbox"/>	Remove
OTHER (DO NOT FILE UNSIGNED ORDERS) (OTHER)	Petition for Cause of Action.pdf	0.181	<input type="checkbox"/>	Remove
OTHER (DO NOT FILE UNSIGNED ORDERS) (OTHER)	CICIS.pdf	0.173	<input type="checkbox"/>	Remove
OTHER (DO NOT FILE UNSIGNED ORDERS) (OTHER)	Declaration.pdf	0.180	<input type="checkbox"/>	Remove

Previous Save and Exit Next Pay and Submit Now

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Step 11: Review the Summary page for accuracy (this includes Case Information, Documents Requested, and Cost information.) Once you have confirmed the information is correct, please select 'Submit This Request'.

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Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary **Checkout**

INSTRUCTIONS

Summary of ExParte Documents and Printing Options [\(PRINT\)](#)

Case Information

Case Number: 02-2-99999-9
Case Title: TEST39 vs TEST ZZ
Case Description: Domestic
Lawfirm or User Name: GS
Contact Person: GS
Address: 516 3rd Ave
Seattle WA 98104
Phone: 206-867-5309
Presentation/Pick-up Location: SEA
Return Type: Email

A hearing or trial is scheduled before an assigned judge within the next 30 days.

ExParte Services and Document(s) Requested

CICS.pdf [OTHER (DO NOT FILE UNSIGNED ORDERS) (OTHER)]. Page(s): 1. E-File Me: Yes
Declaration.pdf [OTHER (DO NOT FILE UNSIGNED ORDERS) (OTHER)]. Page(s): 1. E-File Me: Yes
Motion for Fee Waiver.pdf. Page(s): 1. E-File Me: No
Order for Fee Waiver.pdf [AGREED ORDER (AGOR)]. Page(s): 1. E-File Me: Yes
Petition for Cause of Action.pdf [OTHER (DO NOT FILE UNSIGNED ORDERS) (OTHER)]. Page(s): 1. E-File Me: Yes

Costs Information

Fee Waived (Regular) Service Fees:	\$30.00	This Service Fee is waived with this reason: Clerk's Office fee waiver request.
Cost For Services Requested:	\$0.00	
Total Costs:	\$0.00	

(in addition there is a \$2.49 ecommerce transaction fee assessed for credit cards or \$1.00 for internet checks)

Previous Save and Exit **Submit This Request**

After submitting this request you have the option to Save or Print your submission Receipt from the confirmation

Submission Proposed Orders Adding Documents Ordering Quantities Other Services Summary Checkout **Confirmation**

Official Confirmation of ExParte Documents and Printing Options

Case Information

Case Number: 02-2-99999-9
Case Title: TEST39 vs TEST ZZ
Case Description: Domestic
Lawfirm or User Name: GS
Contact Person: GS
Address: 516 3rd Ave
Seattle WA 98104
Phone: 206-867-5309
Presentation/Pick-up Location: SEA
Return Type: Email
Payment Type: Service Fee Waived
Date Paid: 3/13/2020 11:26:07 AM
Paid Amount: \$0.00

A hearing or trial is scheduled before an assigned judge within the next 30 days.

ExParte Services and Document(s) Requested

CICS.pdf [OTHER (DO NOT FILE UNSIGNED ORDERS) (OTHER)]. Page(s): 1. E-File Me: Yes
Declaration.pdf [OTHER (DO NOT FILE UNSIGNED ORDERS) (OTHER)]. Page(s): 1. E-File Me: Yes
Motion for Fee Waiver.pdf. Page(s): 1. E-File Me: No
Order for Fee Waiver.pdf [AGREED ORDER (AGOR)]. Page(s): 1. E-File Me: Yes
Petition for Cause of Action.pdf [OTHER (DO NOT FILE UNSIGNED ORDERS) (OTHER)]. Page(s): 1. E-File Me: Yes

Costs Information

Fee Waived (Regular) Service Fees:	\$30.00	This Service Fee is waived with this reason: Clerk's Office fee waiver request.
Cost For Services Requested:	\$0.00	
Total Costs:	\$0.00	

Grand Total: \$0.00

Return to Home Save Receipt Print Receipt

page.

You will receive your case number and case schedule within 24 hours, if the court grants the fee waiver. Please feel free to contact the Clerk's Office with any questions, Seattle Cases contact 206-477-0816 and Kent cases call 206-477-3046.

Thank you