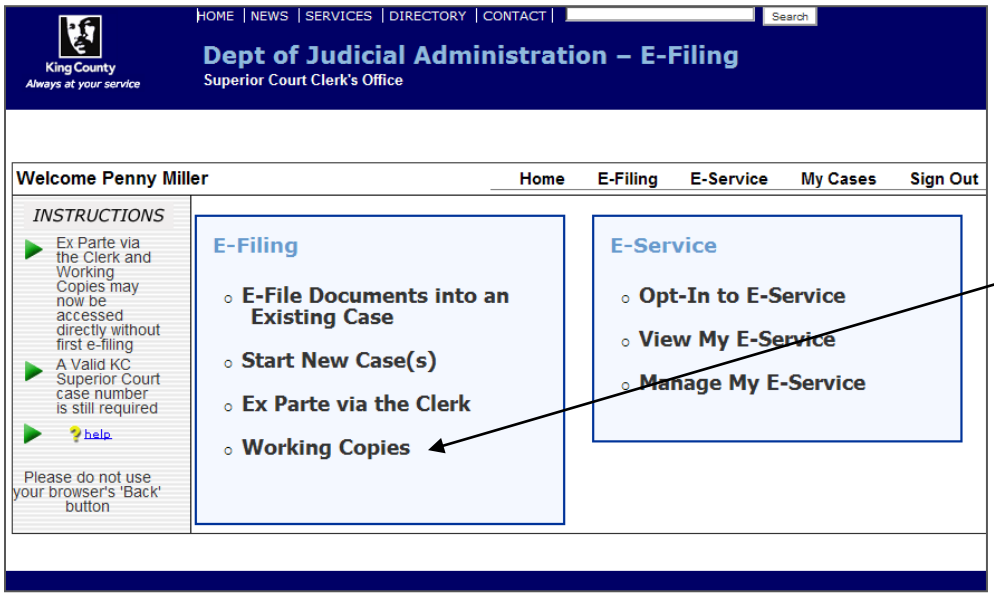
How to Submit *e*Working Copies Without First E-Filing a Document

You may electronically submit working copies to your Judge or calendar via the eFiling application. Your eWorking Copies will be considered received by the Court as soon as they are received by the Clerk. Please note that all local rules determining your deadlines for submission of working copies apply. A service charge of $20.00 is assessed for each eWorking Copies set submitted, plus the eCommerce transaction fee of $2.49 for use of a credit card or $1.00 for an internet check. For additional eWorking Copies information, please visit: http://kingcounty.gov/courts/clerk/documents/eWC or call: 206-205-8421.



After logging on to the eFiling Application

- From the '**Home**' page, choose '**Working Copies**'

Enter Case Number

- Enter the Superior Court case number.
- Do not include the case assignment designation (KNT or SEA).

  Click '**Next**'.

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Enter Hearing Information

- Select the hearing location from the options provided.
- Enter the hearing date by clicking the calendar icon and selecting the date of your hearing.
- Select whether your hearing is to be heard by an assigned judge **or** on a court calendar. If you choose an assigned judge, please type in the name.
- Select whether your hearing is **with** or **without** oral argument. If '**With Oral Argument**' is selected, choose the correct time from the drop down options.
- Select the Submission Type by selecting the corresponding radio button.
- When finished click '**Next**'.

Enter Contact Information

- Enter the contact information for the person who can be reached in the event the Clerk has a question about the eWorking Copies submission.
- When finished click '**Next**'.

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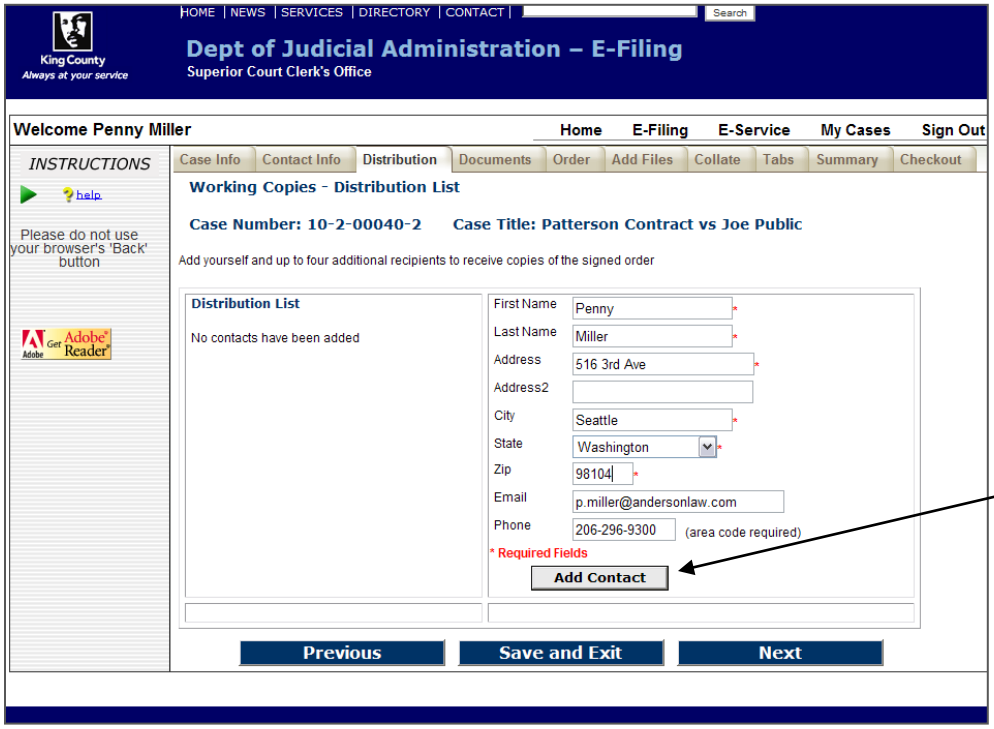
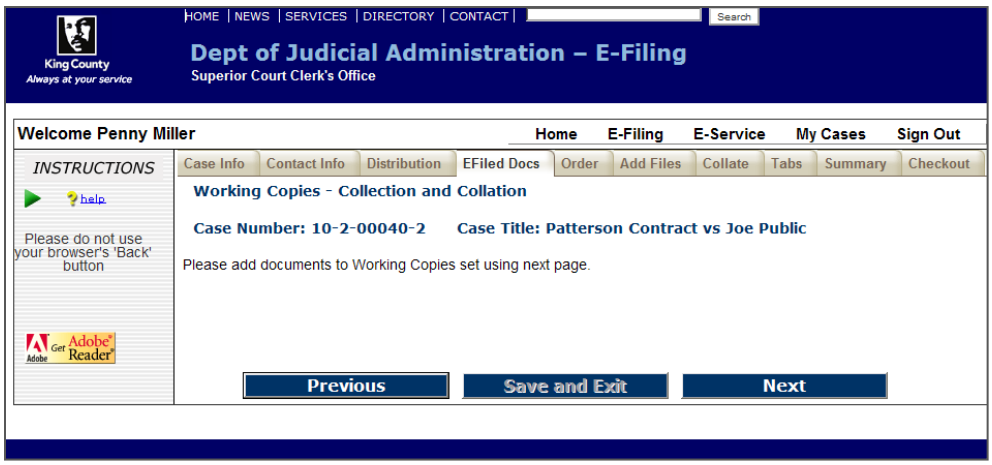


Enter Address Information

- At the Distribution List screen, you may provide up to five addresses for persons you would like to receive a copy of the signed order. At least one address is required.
- To create a mailing label fill in the required name and address fields. When complete click '**Add Contact'.**
- The address information will appear in the '**Distribution List**'. Repeat the process for each mailing address.
- When finished click '**Next**'.



E-Filed Documents

- This page is inactive as you bypassed the e-filing process.
- Click '**Next**' to continue

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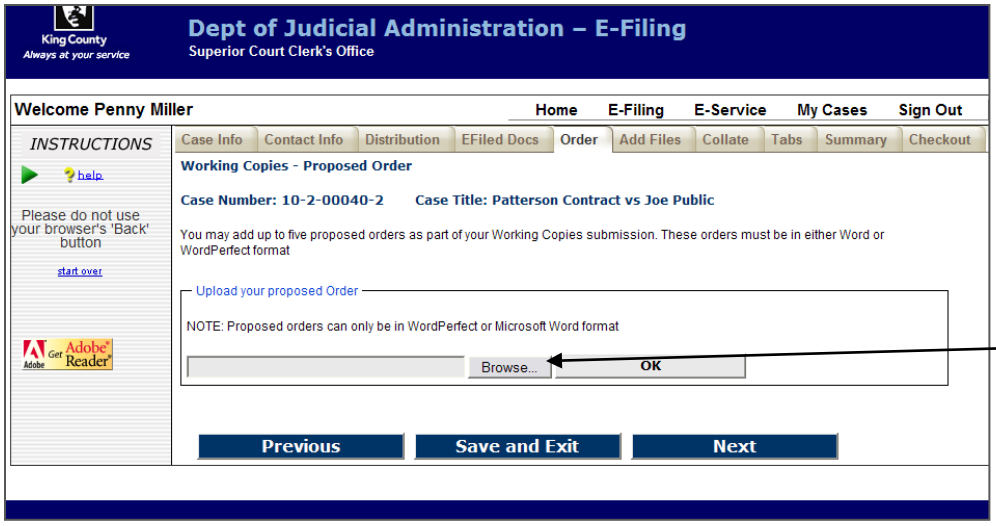
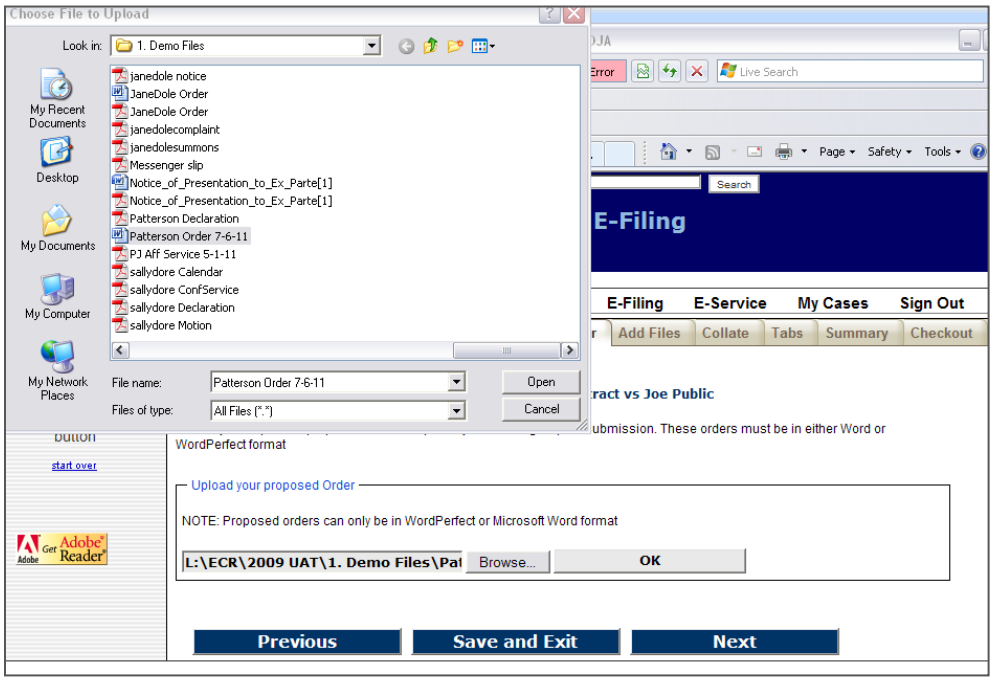


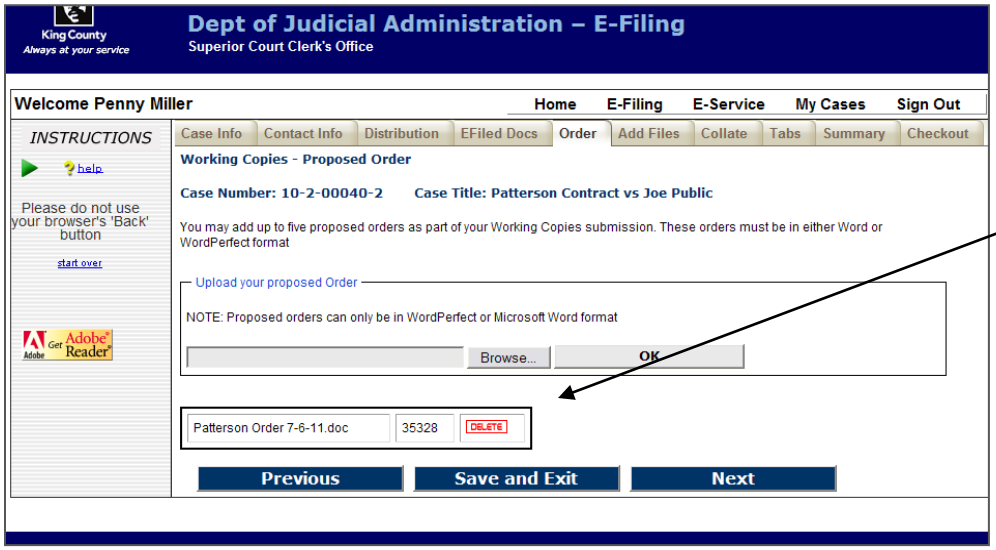
Upload Proposed Order(s)

- Proposed Order(s) must be MS Word (.doc or .docx) or WordPerfect (.wpd or .wpdx) files.
- Click '**Browse**' to open a **'Choose File**' window on your computer, which allows you to upload the document(s).



Choose Document

- Browse your computer or network drive to locate the document you wish to upload as a proposed order.
- After choosing the document click '**Open**'.
- The chosen file name and location will be displayed in the '**Document File Name:**' field.
- Click '**OK**'.



Proposed Orders

- You may add up to 5 proposed orders. Orders must be in MS Word or WordPerfect file format.
- When finished click '**Next**'.

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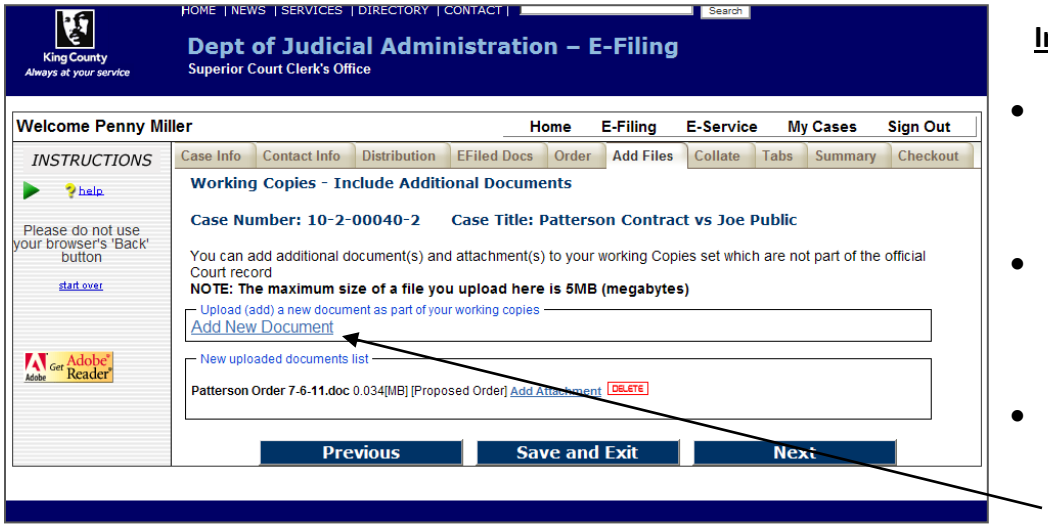
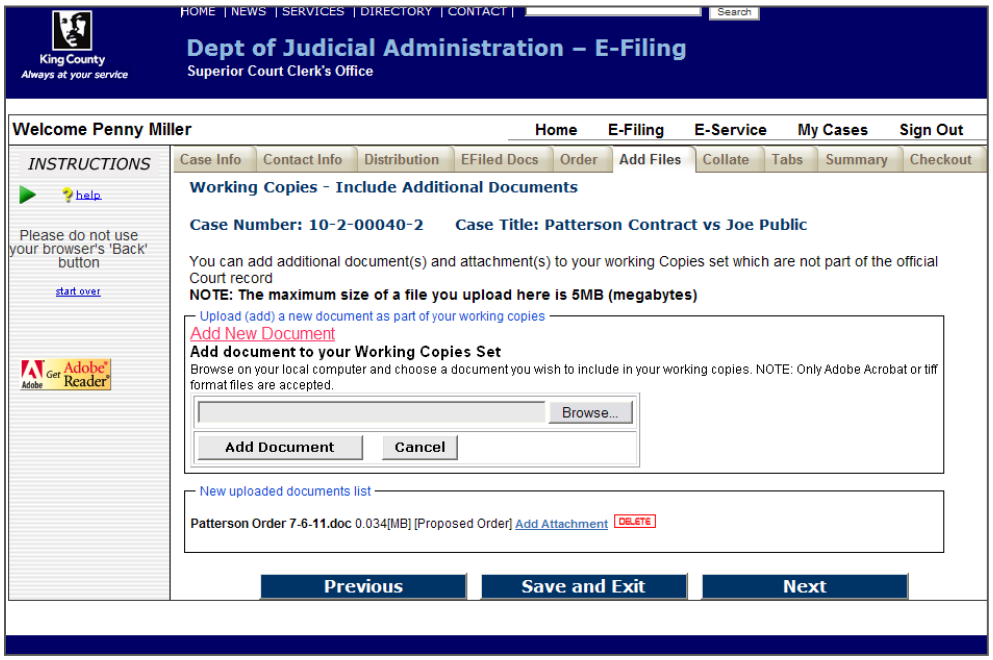


Include Additional Documents

- You may include additional documents to your working copies submission.
- If you do not have any additional documents to add you may click '**Next**'.
- To add additional documents, click '**Add New Document**' link.



Locate Additional Document

- Click '**Browse**' to open a '**Choose File**' window on your computer, which will allow you to upload the selected document.

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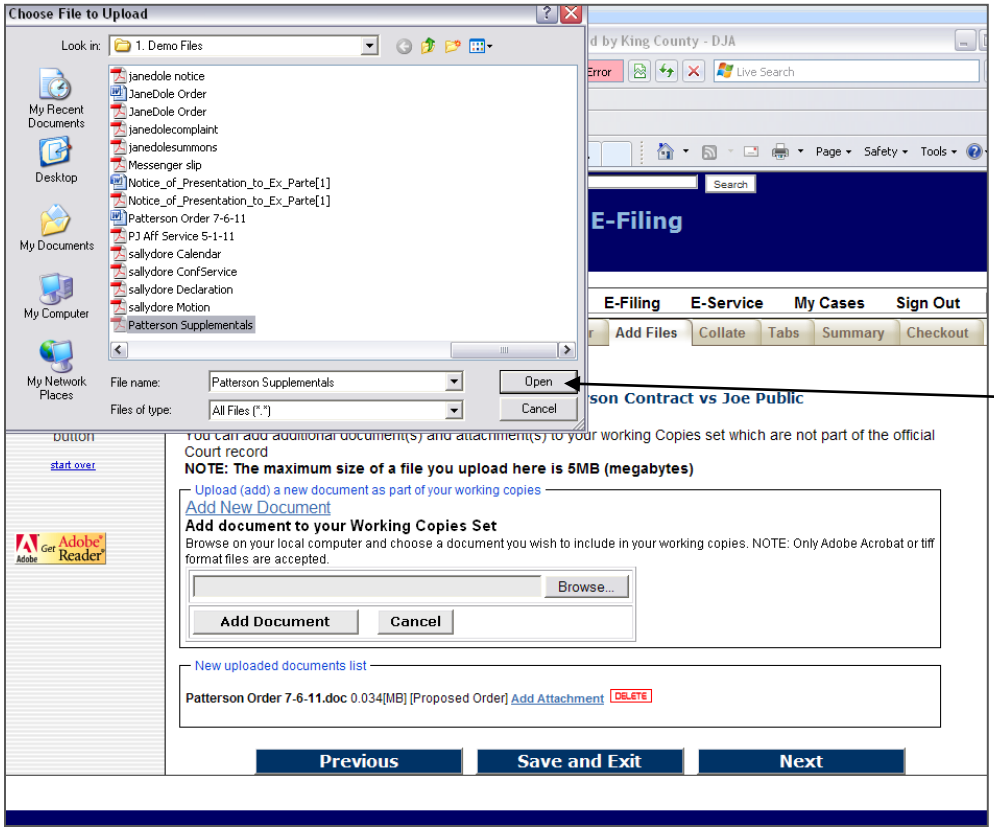
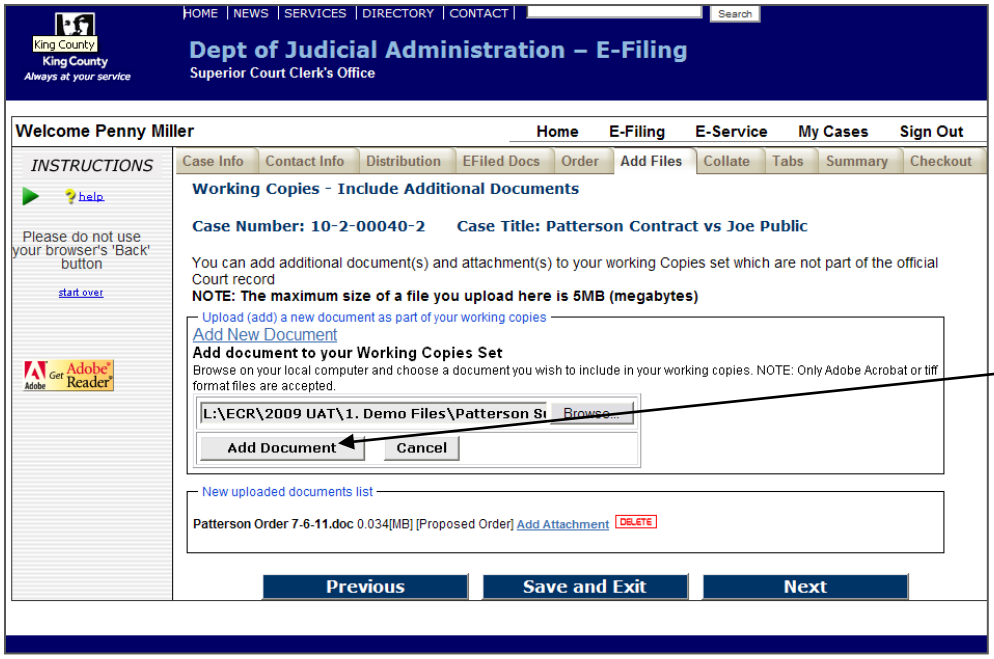


Choose Document

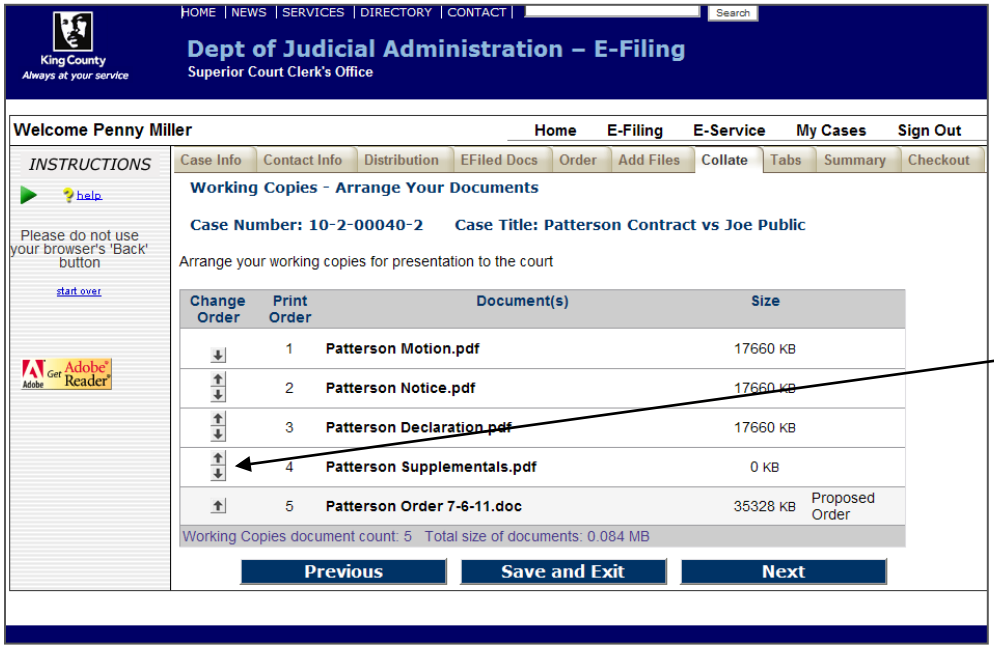
- Browse your computer or network drive to locate the document you wish to upload to your working copies submission.
- After choosing the document click '**Open**'.



Upload Document

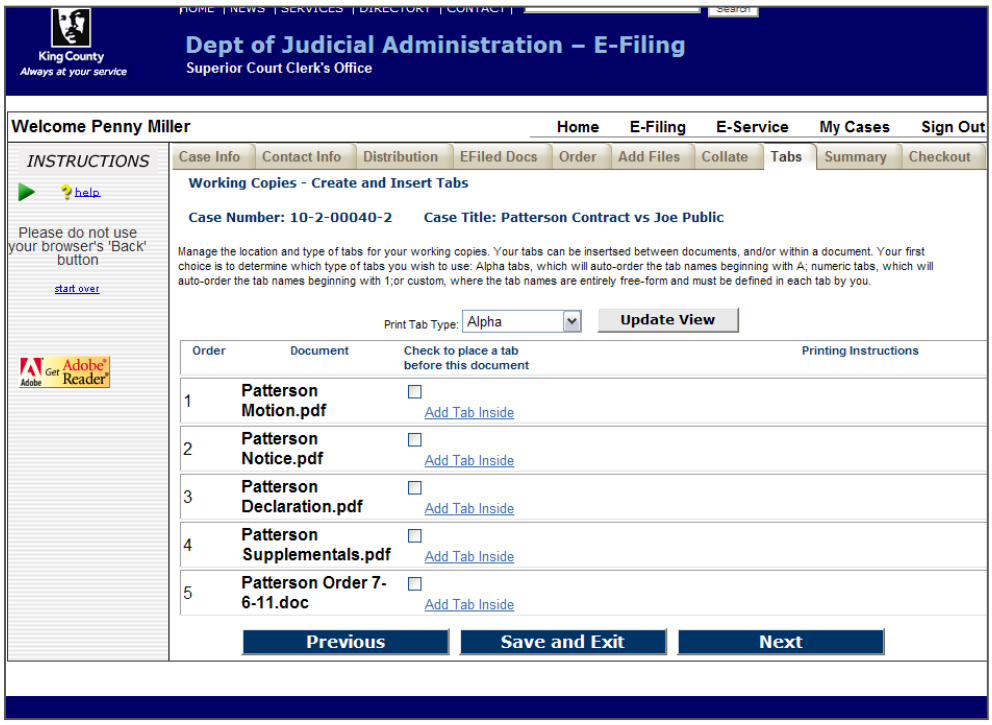
- The chosen file name and location will be displayed in the '**Document File Name:**' field.
- Click '**Add Document**'
- Repeat steps to add additional documents.
- When finished click '**Next**'.

How to Submit *e*Working Copies Without First E-Filing a Document



Collate Documents

- You can organize the order in which your documents will be presented to the court.
- Use the arrow buttons to move the document priority up and down in this list.
- When finished click '**Next**'.



Add Tabs to Your Submission

- You may identify tabs to be printed and included with your submission.
- You are able to choose '**Outside**' or '**Inside**' tabs, or a combination of both types of tabs.

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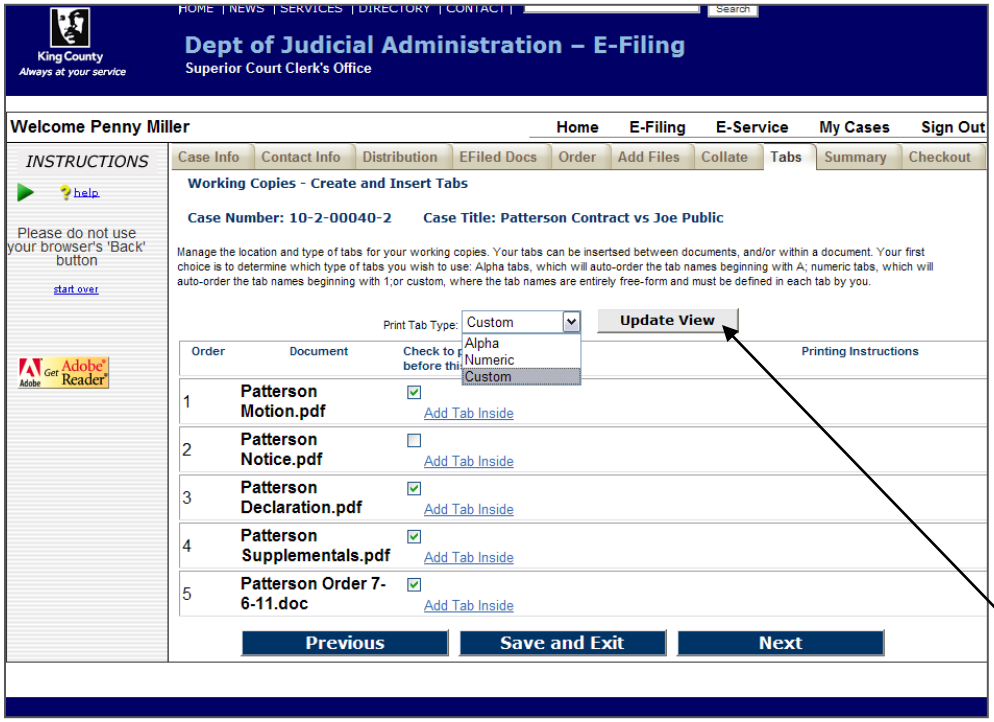
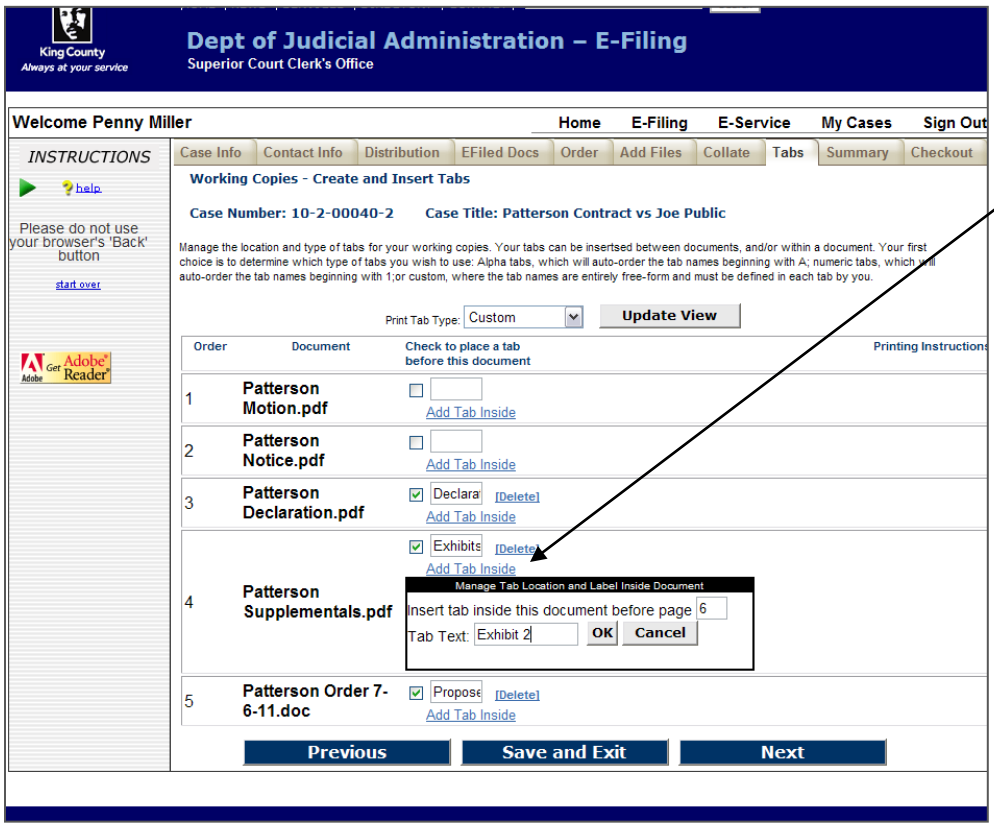


Outside Tabs

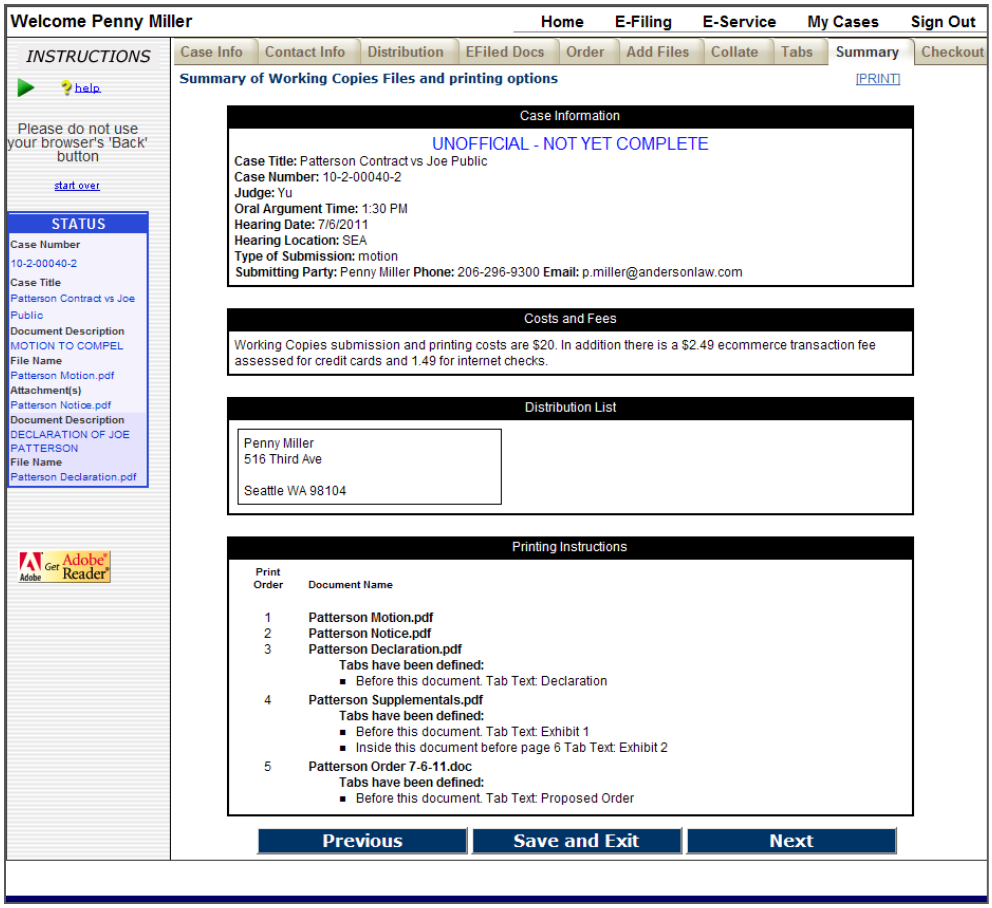
- Place a checkmark next to the documents you wish to be preceded by an outside tab.
- Outside tabs can be *letters* from "A" to "Z", *numbers* from "1" up, or *custom text* up to 25 characters.
- You may select only one of these 3 options for outside tabs.
- Click '**Update View**' to activate your selection.



Inside Tabs

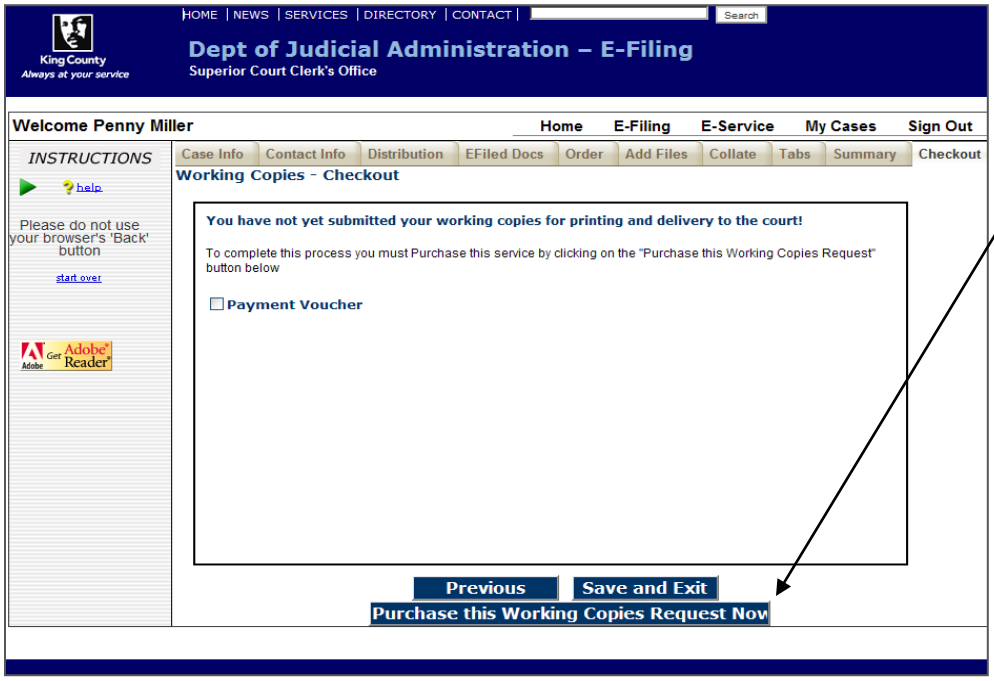
- Click '**Add Tab Inside**'
- Enter the document page number where you wish to add a tab.
- Inside tabs are placed *prior* to the selected pages.
- Inside tab text is always custom.
- You may add as many inside tabs as necessary in your document.
- When finished click '**Next**'

How to Submit *e*Working Copies Without First E-Filing a Document



Review the Summary Screen

- Confirm all of the submission information is correct.
- If corrections are needed, you may use the '**Previous**' button to navigate back to any of the previous screens.
- When finished click '**Next**'.



Continue to eCommerce

- Click '**Purchase this Working Copies Request Now**' to continue.
- You then will be redirected to the King County's eCommerce screen, where you will begin the payment process for the *e*Working Copies transaction.
- Approved government agencies may pay using a voucher by checking '**Payment Voucher**'.

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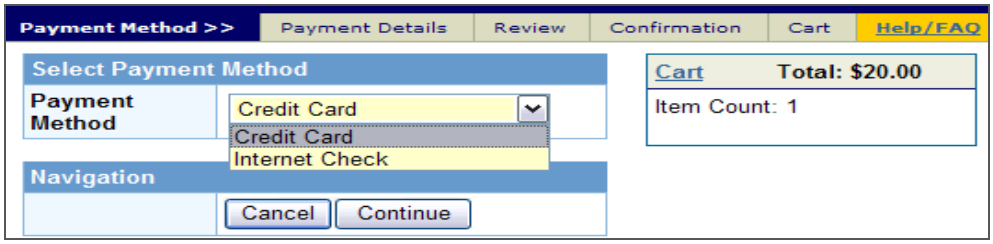
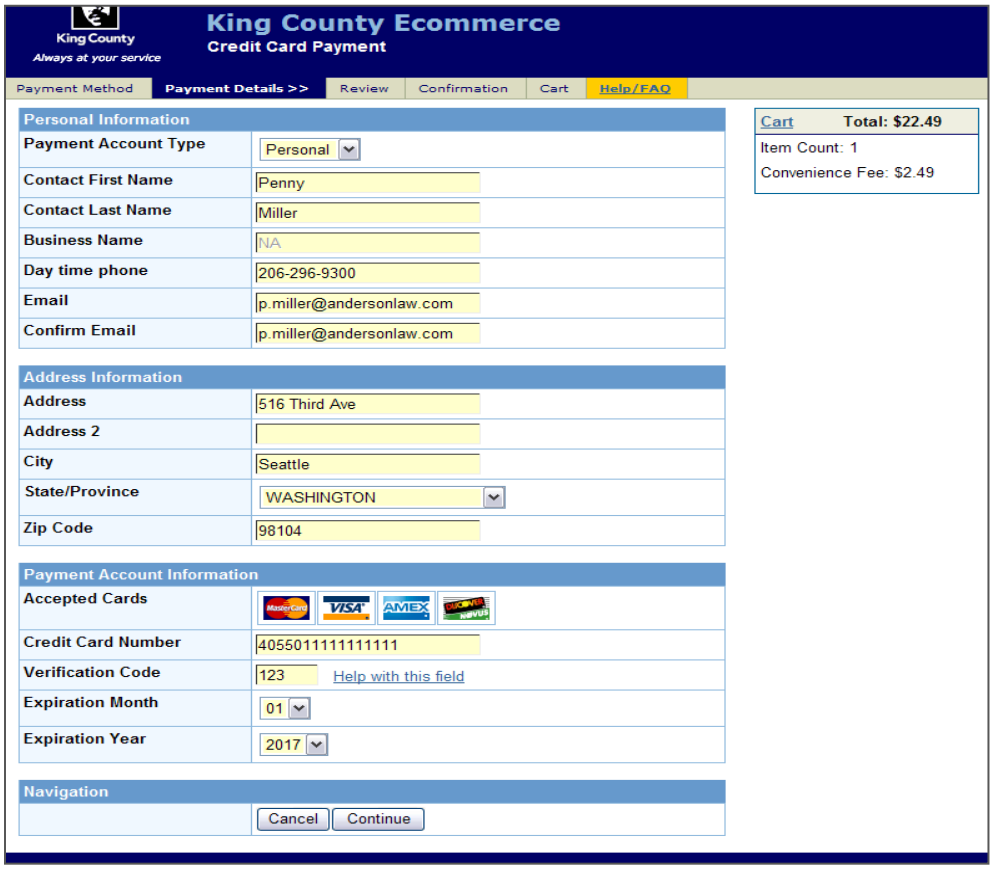


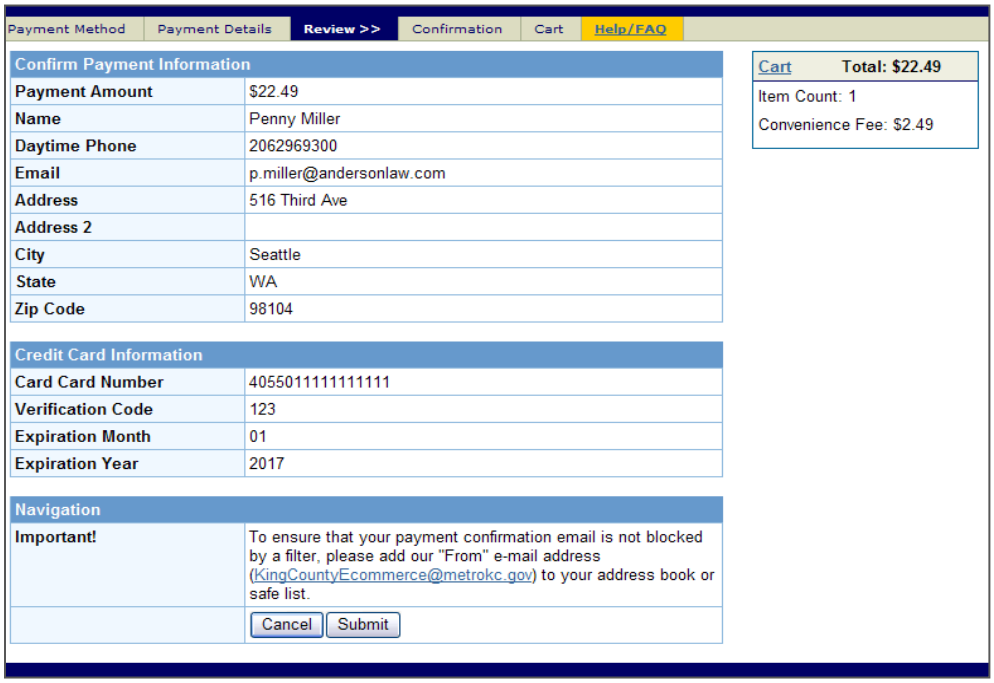
eCommerce Payment Method

- Select a payment method (Credit Card or Internet Check) and click **'Continue'**.



Payment Information

- Enter the requested information. When finished click **'Continue'**.
- An eCommerce transaction fee will be added to the total based on payment method, $2.49 for a credit card and $1.00 for an Internet Check.



Payment Review

- At the review screen, confirm your payment information and click **'Submit'** to continue.

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INSTRUCTIONS

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

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Working Copies Submission Receipt [PRINT]

Case Information

OFFICIAL - PAYMENT COMPLETE

Case Title: Patterson Contract vs Joe Public
Case Number: 10-2-00040-2
Judge: Yu
Oral Argument Time: 1:30 PM
Hearing Date: 7/6/2011
Hearing Location: SEA
Type of Submission: motion
Submitting Party: Penny Miller **Phone:** 206-296-9300 **EMail:** p.miller@andersonlaw.com

Payment Information

Working Copies submission paid on 6/20/2011 5:42:53 PM
Total Cost: $22.49 (including convenience fee of $2.49)
Payment Reference Number is 4005018254

Distribution List

Penny Miller
516 Third Ave
Seattle WA 98104

Printing Instructions

Print Order	Document Name/Size
1	Patterson Motion.pdf
2	Patterson Notice.pdf
3	Patterson Declaration.pdf Tabs have been defined: ▪ Before this document. Tab Text: Declaration
4	Patterson Supplementals.pdf Tabs have been defined: ▪ Before this document. Tab Text: Exhibit 1 ▪ Inside this document before page 6 Tab Text: Exhibit 2
5	Patterson Order 7-6-11.doc Tabs have been defined: ▪ Before this document. Tab Text: Proposed Order

eWorking Copies Submission Confirmation Receipt

- Click the print link retain a copy of your eWorking Copies submission receipt.

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My Cases - Working Copies Status

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E-File Progress | E-File Status | Ex Parte Status | WCopies Status

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

Case Number	Submitted Date/Time	Created Date/Time	Status	File Name
02-2-99999-9 TEST 1234		06/21/2011 07:36:03 AM	Not Submitted	
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Motion.pdf
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Notice.pdf
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Declaration.pdf
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Order 7-6-11.doc

My Cases > WCopies Status

- To access a copy of your eWorking Copies confirmation receipt go to the WCopies Status tab under My Cases and click the 'Submitted' link. Accessible for 30 days.
- To complete a eWorking Copies action in-progress, click a status link of 'Not Submitted'. Accessible for 5 days.