

After e-filing into a King County Superior Court case, you may submit *e*Working Copies to your Judge or calendar via the eFiling application. Your eWorking Copies are 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 \$30.00 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 information, please visit: <u>http://kingcounty.gov/courts/clerk/documents/eWC</u> or call: 206-205-8421.

P.C.	HOME NEWS SERVI	CES DIRECTORY CONTACT		Search		
King County Always at your service	Dept of Juc Superior Court Clerk	licial Administratio	n – E-Filing			
Welcome Penny Mil	ler		Home E-Filing I	E-Service My Cases	s Sign Out	Start Your Working Copies
INSTRUCTIONS Save or print this confirmation receipt for your file Please do not use your browser's 'Back' button dart.ovar STATUS	E-File Docun	Click here to submit y Click here to submit d Click here to E-Serv	nment(s) has been rec our Working Copies elec ocuments to Ex Parte via e the documents you jus rmation Receipt	eived by the Clerk. tronically		Submission from the 'E-File Into an Existing Case' 'Confirmation Receipt' page When your e-filing is complete, select 'Click here to submit you
Case Number 10-2-00040-2 Case Title						Working Copies electronically'
Patterson Contract vs Joe Public Document Description	Num	case 10-2-00040-2 ber:	Case Designation:	KNT		to proceed to eWorking Copies
MOTION OF File Name Patterson Motion.pdf	Case T		Public			
Document Description DECLARATION OF JOE PATTERSON File Name	Filed	By: Penny Miller	Submitted Date/Time:	6/20/2011 4:43:50 PM		
Patterson Declaration.pdf			Received Date/Time:	6/21/2011 9:00:00 AM		
	Use	r ID: pmiller	WSBA #:	4523		
Adobe Get Reader		Document Type	File Name	Attachment(s) Cost		
		MOTION OF	Patterson Motion.pdf	0.00		
		DECLARATION OF JOE PATTERSO	Patterson Declaration.pd	lf 0.00		

OR

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Document(s) su	ubmitted to the Clerk. Sele	ct Status column link for ad	dditional information.						^
E-Service Working Copy Ex Parte	<u>Case Number</u>	Submitted Date/Time	Received Date/Time	<u>Status</u>	Document	Туре		File Name	
E-Serve WCopies EXP	10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 04:43:50 PM	06/21/2011 09:00:00 AM	Pending	MOTION OF		Patterson Motion.pdf		
E-Serve WCopies EXP	10-2-00040-2 Patterson Contract vs Joe Public		06/21/2011 09:00:00 AM	Pending	DECLARATION PATTERSON	OF JOE	Patterson Declaration.	pdf	
E-Serve WCopies EXP	10-2-00040-2 Patterson Contract vs Joe Public		06/20/2011 04:30:54 PM	Pending	MOTION TO CC	MPEL	PC Compel Motion.pdf		
<u>E-Serve</u> <u>WCopies</u> EXP	10-2-00040-2 Patterson Contract vs Joe Public		06/20/2011 04:30:54 PM	Pending	DECLARATION PATTERSON	OF RE	Patterson Declaration.	pdf	

Start Your Working Copies with Previously E-Filed Documents

- For documents filed within 30
 days, you may access eWorking Copies by clicking on 'My Cases'.
- Select 'E-File Status' tab.
- Then select the 'WCopies' link

 on the left hand side of an e-filed document you would like to include in your eWorking Copies submission.



King County Always at your service	Dept	vs SERVICES of Judici Court Clerk's Off	al Admi	CONTACT _	n – E	-Filing	Search			
Welcome Penny M	ller						Н	ome	E-Filing	E-Service
INSTRUCTIONS		Contact Info g Copies - Co umber: 10-2-	-	EFiled Docs Information Case Title: I		Add Files	Collate	Tabs Public	Summary	Checkout
Ger Adobe Acobe	Hearing Location and Date Location of hearing: Seattle - SEA Hearing Date: 7/6/2011 Judge or Calendar O Judge Yu Calendar Calendar With Oral Argument Without Oral Argument									
	 Motion 	n for Summary Jud onse	dgment							
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King County	Dept	IS SERVICES of Judici ourt Clerk's Off	al Admiı		n – I	E-Filing	Search			
Always at your service Welcome Penny Mil		ourt Clerk's On	ice	н	ome	E-Filing	E-Service	e Mi	v Cases	Sign Out
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Please do not use your browser's 'Back' button	Case Nu Please inc	206-296-9	00040-2 on submitting th g party ler andersonlaw.com	Case Title: I	Patters) the court (al			ĸt	

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
 <u>or</u> 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'.



Search

King County Always at your service	HOME NEWS SERVICES DIRECTORY CONTAC Dept of Judicial Administr Superior Court Clerk's Office	
Welcome Penny Mi	ller	Home E-Filing E-Service My Cases Sign Ou
INSTRUCTIONS	Case Info Contact Info Distribution Docur Working Copies - Distribution List Case Number: 10-2-00040-2 Case Add yourself and up to four additional recipients to receiv	Title: Patterson Contract vs Joe Public
Ger Adobe".	No contacts have been added	First Name Penny Last Name Miller Address 516 3rd Ave Address2 City Seattle State Washington Phone 206-296-9300 (area code required) Required Fields Add Contact
	Previous	Save and Exit Next

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 an address 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'.

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- At the E-Filed Docs screen you will see a list of e-filed documents. Place a checkmark next to the documents you want to include in the working copies submission.
- Click the 'Add Selected Document(s) Above to my
 Working Copies Submission' button.
- To see the e-filed attachment document(s) file name(s), click
 'view'

Velcome Penny Mi	ller			н	ome	E-Filing	E-Service	My Case	es Sign Out
INSTRUCTIONS	Case Info	Contact Info	Distribution	EFiled Docs	Order	Add Files	Collate	Tabs Sum	mary Checkou
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HOME NEWS SERVICES DIRECTORY CONTACT

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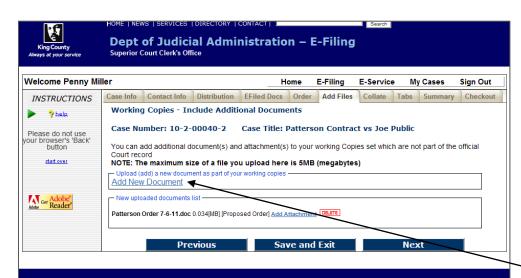
King County Always at your service	HOME NEWS SERVICES DIRECTORY CONTACT Search S	
Welcome Penny M	liller Home E-Filing E-Service My Cases Sign Out	Selected E-filed Documents
INSTRUCTIONS Please do not use your browser's 'Back' button start over	Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout Working Copies - Collection and Collation Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public To begin creating your working copies set for the court, please choose which documents below you wish to include from your previously E-Filed Select documents from among those you have previously E-Filed There are no additional E-Filed documents to add to your working copies set for this case Selected EFiled documents and attachments Patterson Motion.pdf [1] Patterson Declaration.pdf [0] Declaration Previous Save and Exit Next	 After selecting the e-filed documents you wish to submit, you will see the selected documents listed. You may remove a document from the submission by clicking 'DELETE'
King County Always at your service	Dept of Judicial Administration – E-Filing Superior Court Clerk's Office	Upload Proposed Order(s)
Weicome Penny N INSTRUCTIONS Please do not use your browser's 'Back' button start over	Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout Working Copies - Proposed Order Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public You may add up to five proposed orders as part of your Working Copies submission. These orders must be in either Word or WordPerfect format Upload your proposed Order Upload your proposed Order NOTE: Proposed orders can only be in WordPerfect or Microsoft Word format Browse OK	 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)
My Recent Documents Desktop My Documents Desktop My Documents My Docum	ole notice hole Order hole Order hole Order hole Order hole Order hole Order hole Order hole Structure son Decomplaint hole Structure son Order 7-5-11 is service 5-1-11 ser Caldada ore Confiservice ore Declaration to re Confiservice ore Declaration ore Motion the Patterson Order 7-6-11 T Open the Patterson Order 7-6-11 T Open the Patterson Order 7-6-11 T Open the Patterson Order 7-6-11 the Pat	 document(s). <u>Choose Document</u> 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.



Welcome Penny M	ller	Ho	ome	E-Filing	E-Service	My Cases	Sign Out
INSTRUCTIONS	You may add up to five proposed orders as WordPerfect format	ase Title: Pattersor part of your Working Co	opies sub	mission. Thes	blic	Tabs Summary	Checkor
Ger Adobe Acobe Reader	NOTE: Proposed orders can only be in Wo Patterson Order 7-6-11.doc 353	Browse		ok	Next		

Proposed Orders

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



Dept of Judicial Administration – E-Filing

NOTE: The maximum size of a file you upload here is 5MB (megabytes)

Cancel

Patterson Order 7-6-11.doc 0.034[MB] [Proposed Order] Add Attachment DELETE

Working Copies - Include Additional Documents

Jpload (add) a new document as part of your working copie

Previous

Add document to your Working Copies Set

Home

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

You can add additional document(s) and attachment(s) to your working Copies set which are not part of the official

Browse on your local computer and choose a document you wish to include in your working copies. NOTE: Only Adobe Acrobat or tiff

Browse...

Save and Exit

E-Filing

Case Title: Patterson Contract vs Joe Public

E-Service

My Cases

Next

Sign Out

Superior Court Clerk's Office

Case Number: 10-2-00040-2

New Document

Add Document

New uploaded documents list

format files are accepted.

Court record

Include Additional Documents

- You may include additional documents to your working copies submission for consideration.
- 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.

07/10/2017

Welcome Penny Miller

INSTRUCTIONS

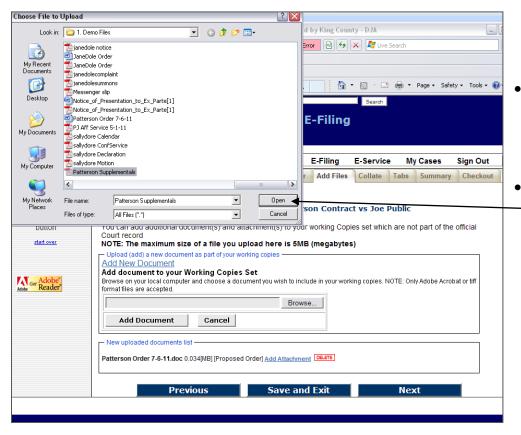
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Choose Document

- 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'.

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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'.



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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'.

Welcome Penny Mi	ller				Home	E-Filing	E-Ser	vice	My Cases	Sign Ou		
INSTRUCTIONS	Case Inf	o Contact Info D	istribution	EFiled Docs	Order	Add Files	Collate	Tabs	Summary	Checkout		
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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.



Always at your service	Superio	r Court Clerk's Of	ice							
Welcome Penny M	ller			-	Home	E-Filing	E-Ser	vice	My Cases	Sign Ou
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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.

Welcome Penny Miller						E-Filing	E-Service		My Cases	Sign Ou
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Inside Tabs

- Click 'Add Tab Inside'
- Enter the document page number where you wish to add a tab.
- Inside tabs are placed <u>prior</u> 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'

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Welcome Penny Mil	ler			н	ome	E-Filing	E-Service	My	Cases	Sign Out
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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'.

24	HOME NEWS SERVICES DIRE	TORY CONTACT	Search		
King County Always at your service	Dept of Judicial A Superior Court Clerk's Office	dministration –	E-Filing		
Welcome Penny Mi	ller	Home	E-Filing E-Servic	e My Cases	Sign Out
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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 eWorking Copies transaction.
- Pre-approved government agencies may pay using a voucher by checking 'Payment Voucher'.



Payment Method >>	Payment Details	Review	Confirmation	Cart <u>Help/FAC</u>
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Day time phone	206-296-9300	_		
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Name	Penny Miller			Convenience Fee: \$2.49
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Address 2	mar wo			
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State	WA			
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eCommerce Payment Method

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

Payment Information

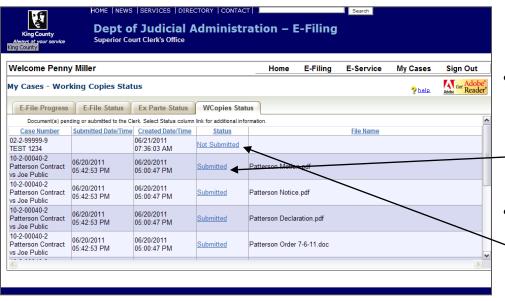
- Enter the requested information. When finished click **'Continue'**.
- A eCommerce transaction fee will be added to the total based on payment method, \$2.49 for a credit card and \$1.00 for an Internet Check.

Payment Review

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



King County Always at your service	Dept of Judicial Admini Superior Court Clerk's Office	stration –	E-Filing	9			
Welcome Penny Mi	ller	Home	E-Filing	E-Service	My Cases	Sign Out	eWorking Copies Submission
INSTRUCTIONS	Working Copies Submission Receipt	Case Information			[PRIN		 Confirmation Receipt Click the print link retain a copy
Please do not use your browser's 'Back' button	OFFICIAL 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	- PAYMENT CON	MPLETE				of your eWorking Copies submission receipt.
Kobe Ger Reader	Submitting Party: Penny Miller Phone: 206-296-9	ayment Information	andersonlaw.com	m			
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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.