

PILOT PROJECT

Elimination of Hard Copy Dependency Working Papers

Effective Date: 8/3/20

Updated: August 5, 2020

Purpose and Overview of Pilot Project:

In an effort to provide a more reliable and efficient method of providing working papers to the court and eliminate duplicative processes, the court is implementing a new procedure for the submission of working copies on a trial basis. In lieu of submitting a hard or electronic copy via email to the court, parties will e-file documents and submit working papers via DJA's e-filing system. The judicial officer will review documents in KCMS, thereby eliminating the need for paper and electronic working copies via email for most hearing types.

eFiling Link	
https://dja-efsp.kingcounty.gov/EFiling/Logon/Logon.aspx?ReturnUrl=%2fEFiling%2fdefault.aspx	
Pilot project applies to:	
<ul style="list-style-type: none">• Contested motions filed pursuant to LJuCR 3.12• Motions/pleadings filed pursuant to LJuCr 2.5(a) & (b)• Motions/pleadings filed pursuant to LJuCr 1.8 that are not excluded from the pilot• Pleadings filed pursuant to LJuCR 3.9 Review Hearings• Post-trial discovery motions filed pursuant to LJuCr 1.9• Working papers for Dependency TOP hearings	
Pilot project DOES NOT apply to:	Submit Working Papers To:
<ul style="list-style-type: none">• Hearings before Lead Dependency Judge• Revisions• Reconsiderations• Pretrial Conference Hearings• Family Treatment Court • 72 Hour Shelter Care Hearings• Emergency Hearings• Motions to Shorten Time with Substantive Motion• Motions for Orders to Publish	<ul style="list-style-type: none">➤ Email to Lead Dependency Bailiff➤ Email to Lead Dependency Bailiff➤ Email to Bailiff of Deciding Judge➤ Email to Pretrial Bailiff➤ Email the FTC Bailiff Box and➤ Email the Team Distribution List➤ Email to Dependency Email Box *➤ Email to Dependency Email Box *➤ Email to Dependency Email Box *➤ Email to Dependency Email Box *
* Send to appropriate location: For KNT: Calendar.DependencyKent@kingcounty.gov For SEA: Calendar.DependencySeattle@kingcounty.gov	

Procedure for Submitting Working Papers (Professional Parties/Stakeholders):

1. Parties will continue to file all documents with the clerk's office via E-filing pursuant to LGR 30, except proposed orders (which will need to be submitted as an e-working copy via the DJA E-filing system). The proposed orders should be in Word format.
2. Parties will upload their working papers using the E-working papers feature on DJA's e-filing system
 - a. See attachment A for instructions on how to submit e-working papers after e-filing documents.
 - b. See attachment B for instructions on how to submit e-working papers without filing them.
 - c. All parties should have access to a voucher, allowing them to use the e-filing system at no cost. The Voucher Code is: DJA080, (a generic voucher is attached to the email as well)
 - d. All parties must use the designation "JUV" when uploading E-working papers and must choose either Judge Messitt or Judge Wiggs-Martin based on the hearing they are submitting documents for.

- e. Documents should use this naming convention:
 - i. Child's last name, hearing type, hearing date, hearing time, document title (Party)
 - ii. Example: JOHNSON, PPH, 5.27, 830am - Mother's Response (MC)
 - iii. Documents must be titled with descriptive names such as "Motion to Vacate," "Motion to Dismiss" or "Court Report from the Department".
3. All E-working copies must be submitted in the order in which parties want the documents reviewed. Staff cannot re-order documents for the parties.
4. Working papers for all hearings on or after 8/3/20 shall have their working copies submitted as outlined in this document. Any prior submissions, even if the matter was continued is not sufficient and will not be moved over. Doc lists must be submitted for all hearings prior to 8/3/20.
5. If new materials are submitted for a continued hearing, a note should be added to the e-working document when submitted. The new hearing date information on the submission must also identify the date of the initial hearing in the notes section when submitting. E.g. Hearing date: 4/25/19, continued from 4/11/19

Compliance with Local Rules:

1. For the duration of this Pilot Project, language in the King County Local Rules regarding delivery of working papers to the Dependency Court Staff are superseded by this document (i.e., LJuCR 3.12(d)).
2. All timelines for delivery of working papers established by the King County Local Rules remain intact.

ATTACHMENT A

How to Submit eWorking Copies After E-Filing a Document

After e-filing into a King County Superior Court case, you may submit eWorking Copies to your Judge 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. For additional information, please visit: <https://kingcounty.gov/courts/clerk/documents/eWC.aspx> or call: 206-205-8421.

The screenshot shows the E-Filing interface for the Dept of Judicial Administration. The user is logged in as Penny Miller. The main content area displays a confirmation message: "Thank you. Your document(s) has been received by the Clerk." Below this message are three buttons: "Click here to submit your Working Copies electronically", "Click here to submit documents to Ex Parte via the Clerk", and "Click here to E-Serve the documents you just e-filed". A progress indicator shows four steps, with the first three completed. Below the buttons is a "Confirmation Receipt" section with the following details:

Case Number:	10-2-00040-2	Case Designation:	KNT
Case Title:	Patterson Contract vs Joe Public		
Filed By:	Penny Miller	Submitted Date/Time:	6/20/2011 4:43:50 PM
		Received Date/Time:	6/21/2011 9:00:00 AM
User ID:	pmiller	WSBA #:	4523

Below the receipt is a table of document attachments:

Document Type	File Name	Attachment(s)	Cost
MOTION OF	Patterson Motion.pdf		0.00
DECLARATION OF JOE PATTERSON	Patterson Declaration.pdf		0.00

Start Your Working Copies Submission from the 'E-File Into an Existing Case' 'Confirmation Receipt' page

- When your e-filing is complete, select '**Click here to submit your Working Copies electronically**' to proceed to eWorking Copies.

OR

	Case Number	Submitted Date/Time	Received Date/Time	Status	Document Type	File Name
E-Serve Working Copy Ex Parte	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	06/20/2011 04:43:50 PM	06/21/2011 09:00:00 AM	Pending	DECLARATION OF JOE PATTERSON	Patterson Declaration.pdf
E-Serve WCopies EXP	10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 04:30:54 PM	06/20/2011 04:30:54 PM	Pending	MOTION TO COMPEL	PC Compel Motion.pdf
E-Serve WCopies EXP	10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 04:30:54 PM	06/20/2011 04:30:54 PM	Pending	DECLARATION OF RE PATTERSON	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.

Working Copies - Court Hearing Information

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Hearing Location and Date
 Location of hearing: Seattle - SEA Hearing Date: 7/6/2011

Judge or Calendar
 Judge Yu
 Calendar Chief Civil

Hearing Type
 With Oral Argument 1:30 PM
 Without Oral Argument

Submission Type
 Motion
 Motion for Summary Judgment
 Response
 Reply
 Other

Buttons: Go Home, Save and Exit, Next

Enter Hearing Information

- Select the hearing location from the options provided (**JUV**)
- Enter the hearing date by clicking the calendar icon and selecting the date of your hearing.
- Type in the name of the assigned Judge you are submitting documents for: Seattle = "**Wiggs-Martin, Josephine (17)**", Kent = "**Messitt, Annette (36)**"
- 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**'.

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Superior Court Clerk's Office

Welcome Penny Miller Home E-Filing E-Service My Cases Sign Out

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

Working Copies - Who is the submitting person?

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Please indicate the person submitting this working copies set to the court (all fields required)

Information on submitting party

Name Penny Miller
Email p.miller@andersonlaw.com
Phone 206-296-9300 (area code required)

Previous Save and Exit 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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Working Copies - Distribution List

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Add yourself and up to four additional recipients to receive copies of the signed order

Distribution List

No contacts have been added

First Name Penny
Last Name Miller
Address 516 3rd Ave
Address2
City Seattle
State Washington
Zip 98104
Email p.miller@andersonlaw.com
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 (if applicable). 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'.

Adding E-filed Documents

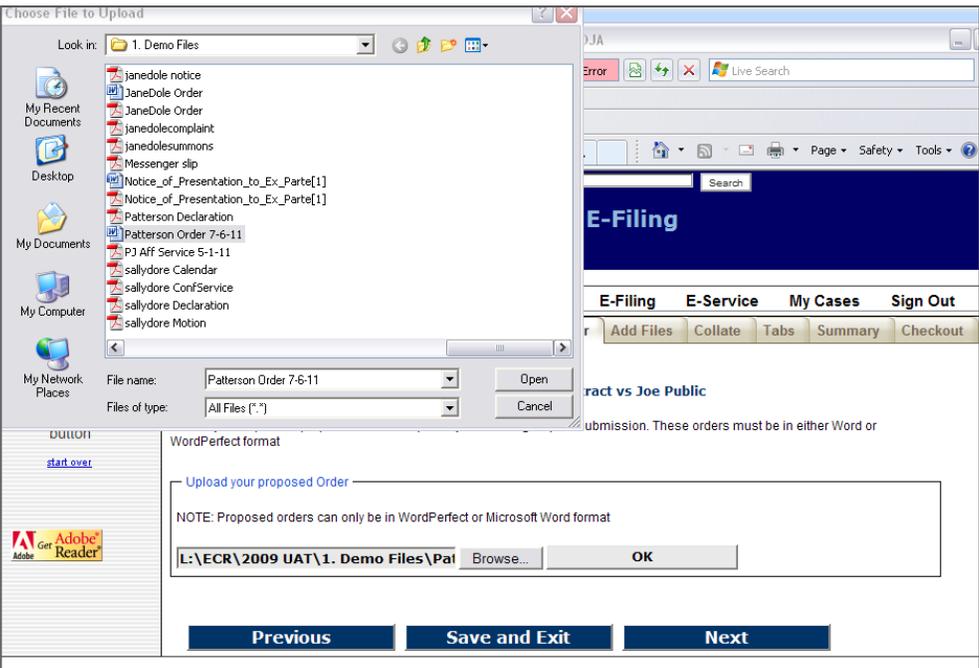
- At the E-Filed Docs screen you will see a list of e-filed documents. Place a checkmark next to the documents you want to include in the working copies submission.
- Click the **'Add Selected Document(s) Above to my Working Copies Submission'** button.
- To see the e-filed attachment document(s) file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

Selected E-filed Documents

- 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'**

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).

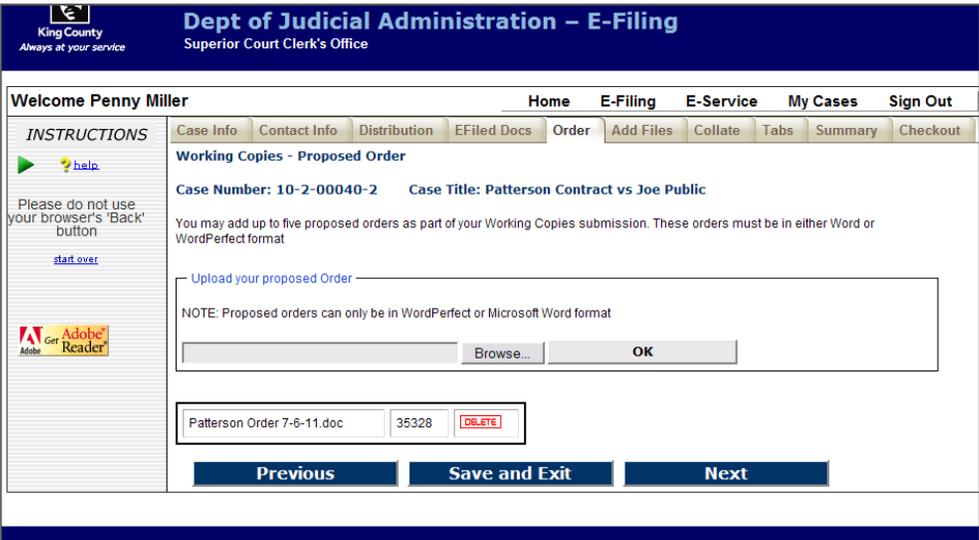


Choose Document

- 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'.

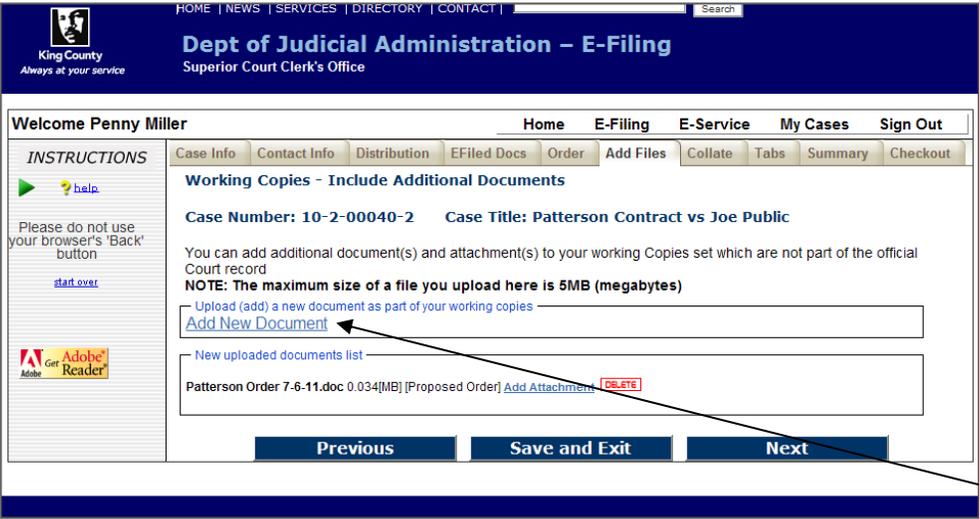
Proposed Orders

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



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.



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Working Copies - Include Additional Documents

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

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

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

Upload (add) a new document as part of your working copies

[Add New Document](#)

Add document to your Working Copies Set
Browse on your local computer and choose a document you wish to include in your working copies. NOTE: Only Adobe Acrobat or tiff format files are accepted.

Browse...

Add Document Cancel

New uploaded documents list

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

Previous Save and Exit Next

Locate Additional Document

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

Choose File to Upload

Look in: 1. Demo Files

File name: Patterson Supplementals

Files of type: All Files (*.*)

Open Cancel

My Recent Documents Desktop My Documents My Computer My Network Places

Janedole notice
Janedole Order
Janedole Order
Janedolecomplaint
Janedolesummons
Messenger slip
Notice_of_Presentation_to_Ex_Parte[1]
Notice_of_Presentation_to_Ex_Parte[1]
Patterson Order 7-6-11
PJ Aff Service 5-1-11
sallydore Calendar
sallydore ConfService
sallydore Declaration
sallydore Motion
Patterson Supplementals

DUPLICATE [start over](#)

E-Filing

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Add Files Collate Tabs Summary Checkout

son Contract vs Joe Public

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

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

Upload (add) a new document as part of your working copies

[Add New Document](#)

Add document to your Working Copies Set
Browse on your local computer and choose a document you wish to include in your working copies. NOTE: Only Adobe Acrobat or tiff format files are accepted.

Browse...

Add Document Cancel

New uploaded documents list

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

Previous Save and Exit Next

Choose Document

- Browse your computer or network drive to locate the document you wish to upload to your working copies submission. **Please be aware that documents cannot exceed 5MB.**
- After choosing the document click **'Open'**.

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start over

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Working Copies - Include Additional Documents

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

You can add additional document(s) and attachment(s) to your working Copies set which are not part of the official Court record
NOTE: The maximum size of a file you upload here is 5MB (megabytes)

Upload (add) a new document as part of your working copies
Add New Document

Add document to your Working Copies Set
Browse on your local computer and choose a document you wish to include in your working copies. NOTE: Only Adobe Acrobat or tiff format files are accepted.

L:\ECR\2009 UAT\1. Demo Files\Patterson Si Browse...
Add Document Cancel

New uploaded documents list

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

Previous Save and Exit Next

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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Working Copies - Arrange Your Documents

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Arrange your working copies for presentation to the court

Change Order	Print Order	Document(s)	Size
↓	1	Patterson Motion.pdf	17660 KB
↑	2	Patterson Notice.pdf	17660 KB
↑	3	Patterson Declaration.pdf	17660 KB
↑	4	Patterson Supplementals.pdf	0 KB
↑	5	Patterson Order 7-6-11.doc	35328 KB Proposed Order

Working Copies document count: 5 Total size of documents: 0.084 MB

Previous Save and Exit Next

Collate Documents

- You can organize the order in which your documents will be presented to the court.
- **Please ensure that the documents are in the order you would like the court to review them.**
- Use the arrow buttons to move the document priority up and down in this list.
- When finished click 'Next'.

Welcome Penny Miller Home E-Filing E-Service My Cases Sign Out

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

Summary of Working Copies Files and printing options [PRINT]

Case Information

UNOFFICIAL - NOT YET 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

Costs and Fees

Working Copies submission and printing costs are \$20. In addition there is a \$2.49 ecommerce transaction fee assessed for credit cards and 1.49 for internet checks.

Distribution List

Penny Miller 516 Third Ave Seattle WA 98104

Printing Instructions

Print Order	Document Name
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

Previous
Save and Exit
Next

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'.

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Working Copies - Checkout

You have not yet submitted your working copies for printing and delivery to the court!

To complete this process you must Purchase this service by clicking on the "Purchase this Working Copies Request" button below

Payment Voucher

Previous
Save and Exit
Purchase this Working Copies Request Now

"Pay" via Voucher

- Check the box for 'Payment Voucher' to continue.

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Working Copies - Checkout

You have not yet submitted your working copies for printing and delivery to the court!
To complete this process you must Purchase this service by clicking on the "Purchase this Working Copies Request" button below

Payment Voucher
Customer Number:

Voucher File Name: Browse...

Voucher Payment

- Enter in your '**Customer Number**' and upload your Voucher.

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Working Copies - Checkout

You have not yet submitted your working copies for printing and delivery to the court!
To complete this process you must Purchase this service by clicking on the "Purchase this Working Copies Request" button below

Payment Voucher
Customer Number:

Voucher File Name: Browse...

Voucher has been applied

Filename	Size	Delete
Generic Voucher.pdf	108823	Remove

- Once you have entered the Voucher Number and uploaded the Voucher you will see it added.
- Click on '**Purchase this Working Copies Request Now.**'

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INSTRUCTIONS

[help](#)

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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

[help](#)

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.

ATTACHMENT B

How to Submit eWorking Copies Without First E-Filing a Document

You may electronically submit working copies to your Judge 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. For additional information, please visit: <https://kingcounty.gov/courts/clerk/documents/eWC.aspx> or call: 206-205-8421

After logging on to the eFiling Application

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

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INSTRUCTIONS

- ▶ Ex Parte via the Clerk and Working Copies may now be accessed directly without first e-filing
- ▶ A Valid KC Superior Court case number is still required
- ▶ [help](#)

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

E-Filing

- E-File Documents into an Existing Case
- Start New Case(s)
- Ex Parte via the Clerk
- Working Copies

E-Service

- Opt-In to E-Service
- View My E-Service
- Manage My E-Service

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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INSTRUCTIONS

- ▶ [help](#)

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

Working Copies

Enter Case Number

Please verify the case number before continuing

Case Number:
xx-x-xxxxx-x or xxxxxxxxx

Check this box if your case number is NOT 9 digits

Cancel Next

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Get Adobe Reader

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

Working Copies - Court Hearing Information

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Hearing Location and Date
Location of hearing: Seattle - SEA Hearing Date: 7/6/2011

Judge or Calendar
 Judge Yu
 Calendar Chief Civil

Hearing Type
 With Oral Argument 1:30 PM
 Without Oral Argument

Submission Type
 Motion
 Motion for Summary Judgment
 Response
 Reply
 Other

Go Home Save and Exit Next

Enter Hearing Information

- Select the hearing location from the options provided. **JUV**
- Enter the hearing date by clicking the calendar icon and selecting the date of your hearing.
- Type in the name of the assigned Judge (Seattle = **“Wiggs-Martin, Josephine (17), Kent = “Messitt, Annette (36)”**).
- 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

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

Working Copies - Who is the submitting person?

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Please indicate the person submitting this working copies set to the court (all fields required)

Information on submitting party
 Name Penny Miller
 Email p.miller@andersonlaw.com
 Phone 206-296-9300 (area code required)

Previous Save and Exit Next

- 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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Welcome Penny Miller

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Case Info Contact Info **Distribution** Documents Order Add Files Collate Tabs Summary Checkout

Working Copies - Distribution List

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Add yourself and up to four additional recipients to receive copies of the signed order

Distribution List

No contacts have been added

First Name *
 Last Name *
 Address *
 Address2
 City *
 State *
 Zip *
 Email
 Phone (area code required)

* Required Fields

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 (if applicable). At least one address is required.
- The address information will appear in the 'Distribution List'.
- When finished click 'Next'.

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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

Please add documents to Working Copies set using next page.

E-Filed Documents

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

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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

NOTE: Proposed orders can only be in WordPerfect or Microsoft Word format

Browse... OK

Previous Save and Exit Next

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 File to Upload

Look in: 1. Demo Files

My Recent Documents Desktop My Documents My Computer My Network Places

File name: Patterson Order 7-6-11

Files of type: All Files (*.*)

Open Cancel

WordPerfect format

Upload your proposed Order

NOTE: Proposed orders can only be in WordPerfect or Microsoft Word format

L:\ECR\2009 UAT\1. Demo Files\Pat Browse... OK

Previous Save and Exit Next

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'**.

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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

NOTE: Proposed orders can only be in WordPerfect or Microsoft Word format

Browse... OK

Patterson Order 7-6-11.doc 35328 DELETE

Previous Save and Exit 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'**.

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Working Copies - Include Additional Documents

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

You can add additional document(s) and attachment(s) to your working Copies set which are not part of the official Court record
NOTE: The maximum size of a file you upload here is 5MB (megabytes)

Upload (add) a new document as part of your working copies
[Add New Document](#)

New uploaded documents list

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

Previous Save and Exit Next

Include Additional Documents

- You may include additional documents to your working copies submission. **Please be aware that documents must be no larger than 5MB.**
- If you do not have any additional documents to add you may click 'Next'.
- To add additional documents, click 'Add New Document' link.

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Working Copies - Include Additional Documents

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

You can add additional document(s) and attachment(s) to your working Copies set which are not part of the official Court record
NOTE: The maximum size of a file you upload here is 5MB (megabytes)

Upload (add) a new document as part of your working copies
[Add New Document](#)

Add document to your Working Copies Set
 Browse on your local computer and choose a document you wish to include in your working copies. NOTE: Only Adobe Acrobat or tiff format files are accepted.

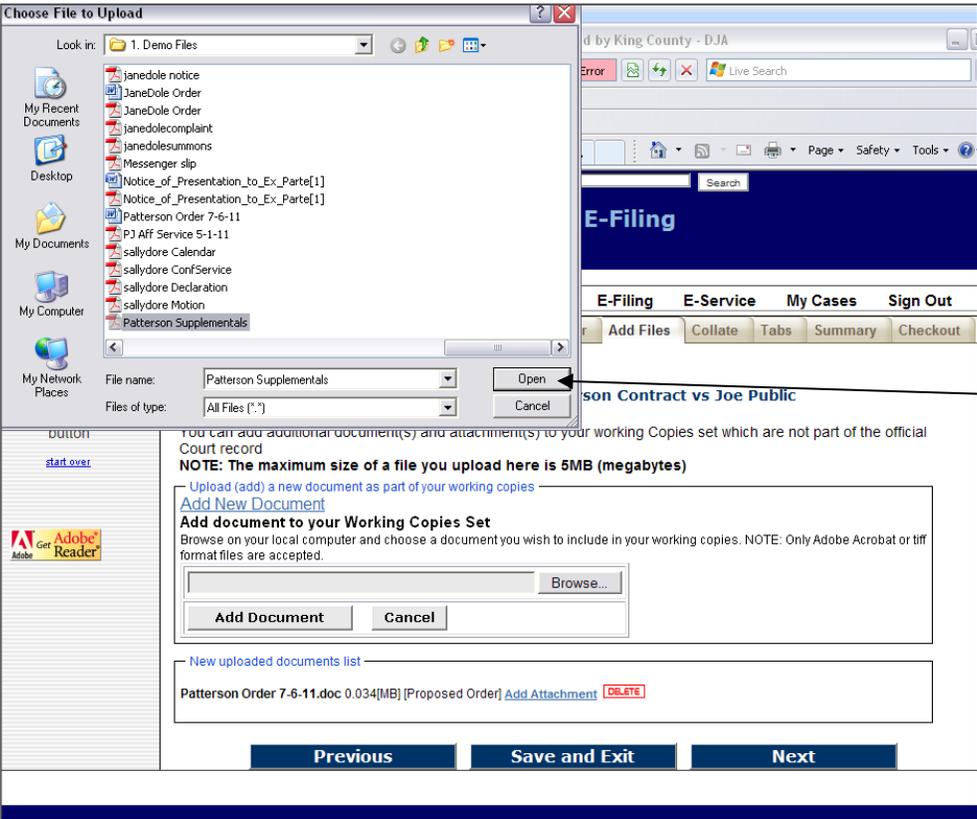
New uploaded documents list

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

Previous Save and Exit Next

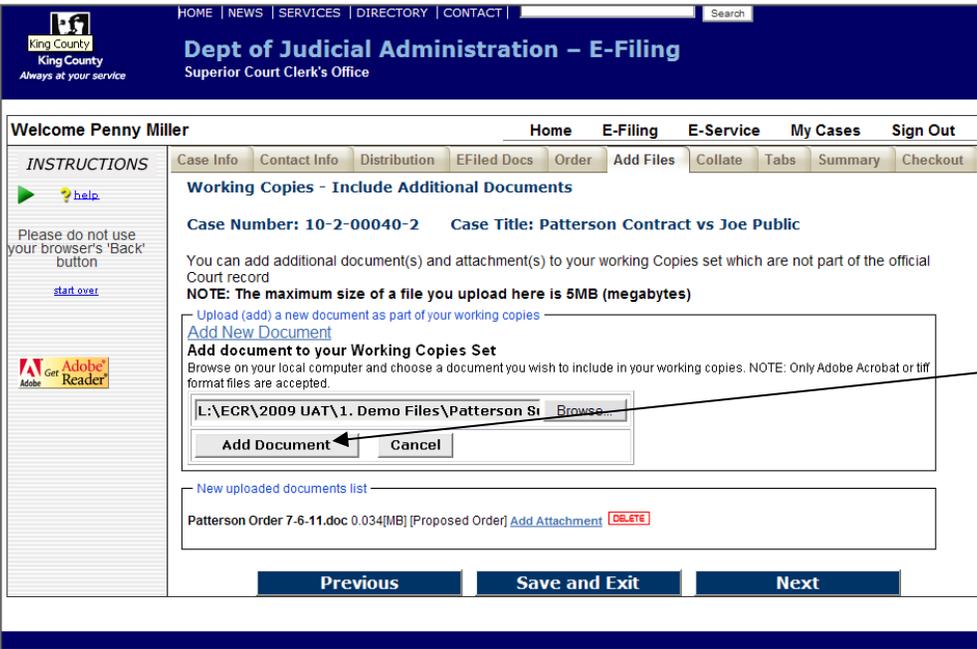
Locate Additional Document

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



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'.

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Working Copies - Arrange Your Documents

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Arrange your working copies for presentation to the court

Change Order	Print Order	Document(s)	Size
↓	1	Patterson Motion.pdf	17660 KB
↑	2	Patterson Notice.pdf	17660 KB
↓	3	Patterson Declaration.pdf	17660 KB
↑	4	Patterson Supplementals.pdf	0 KB
↑	5	Patterson Order 7-6-11.doc	35328 KB Proposed Order

Working Copies document count: 5 Total size of documents: 0.084 MB

Previous Save and Exit Next

Collate Documents

- You can organize the order in which your documents will be presented to the court. **Please make sure to organize these in the order that you want the court to review the submission.**
- Use the arrow buttons to move the document priority up and down in this list.
- When finished click 'Next'.

Welcome Penny Miller Home E-Filing E-Service My Cases Sign Out

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

Summary of Working Copies Files and printing options [PRINT](#)

Case Information
UNOFFICIAL - NOT YET 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

Costs and Fees

Working Copies submission and printing costs are \$20. In addition there is a \$2.49 ecommerce transaction fee assessed for credit cards and 1.49 for internet checks.

Distribution List

Penny Miller
516 Third Ave
Seattle WA 98104

Printing Instructions

Print Order	Document Name
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

Previous Save and Exit Next

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'.

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Working Copies - Checkout

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[start over](#)

Get Adobe Reader

You have not yet submitted your working copies for printing and delivery to the court!

To complete this process you must Purchase this service by clicking on the "Purchase this Working Copies Request" button below

Payment Voucher

Previous Save and Exit

Purchase this Working Copies Request Now

“Pay” via Voucher

- Check the box for ‘**Payment Voucher**’ to continue.

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Welcome Meghan Phillips

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Working Copies - Checkout

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

Get Adobe Reader

You have not yet submitted your working copies for printing and delivery to the court!

To complete this process you must Purchase this service by clicking on the "Purchase this Working Copies Request" button below

Payment Voucher

Customer Number:

Voucher File Name: Browse...

Previous Save and Exit

Purchase this Working Copies Request Now

Voucher Payment

- Enter in your ‘**Customer Number**’ and upload your Voucher.

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Welcome Meghan Phillips

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Working Copies - Checkout

You have not yet submitted your working copies for printing and delivery to the court!
To complete this process you must Purchase this service by clicking on the "Purchase this Working Copies Request" button below

Payment Voucher
Customer Number:

Voucher File Name: Browse...

Voucher has been applied

Filename	Size	Delete
Generic Voucher.pdf	108823	<input type="button" value="Remove"/>

- Once you have entered the Voucher Number and uploaded the Voucher you will see it added.
- Click on 'Purchase this Working Copies Request Now.'

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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 help Adobe Get Adobe Reader

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.