

Instructions: Ex Parte In-Court Order Submission

Until further notice, proposed orders following hearings, which previously would have been presented in person in the Ex Parte may be submitted via e-filing through Orders for Review for both Seattle and Kent locations. Parties should still submit their proposed orders with their working papers submissions, however, you may submit proposed changes or unopposed orders to this panel for consideration. **The department will no longer accept modified orders via email.**

Proposed Order for Review

1. Open the [E-Filing application](#), enter User ID and Password.

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Always at your service

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

INSTRUCTIONS

Please enter your User ID and Password to sign into the E-Filing Application

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

The King County Superior Court Clerk Welcomes you to

eFiling

Please Complete to sign in

User ID

Password

Sign In

Create User ID
Update Profile / Password
Forgot Password / User ID

Effective March 15, 2010 a new version of the E-Filing application is in production. To learn about the enhancements (including an upgrade to accept Adobe® Acrobat 9® PDF files) please go to our [E-Filing website](#) and view the build 3.0.3 release notes.

If you are interested in receiving periodic E-Filing related announcements, to subscribe to our E-Filing e-mail list [click here](#), and in the body of the e-mail type subscribe eFiling.

User ID

Password

2. Select "Orders for Review"

E-Filing

- E-File Documents into an Existing Case
 - Use eForm Template
 - Orders for Review
- Batch Orders for Review
- 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

Select 'Orders for Review'

3. Choose a Judge/Judge Panel and enter the case number.

E-File Documents into an Existing Case
Enter Case Number

Judge/Judge Panel:

Case Number:
XX-X-XXXXX-X of XXXXXXXXX

Check this box if your case number is NOT 9 digits

Cancel Next

Select Ex Parte In-Court Orders Panel

Enter the case number

4. Select the type of document being uploaded.

E-File Documents into an Existing Case
Select Document(s) for E-Filing

Case Information
Judge/Judge Panel: EXP Family Agreed Orders
Case # 02-2-99999-9 Case Title: TEST'39 vs TEST ZZ

Document Type
AGREED ORDER

Document File
Document File Name: Choose File Test Document.pdf OK
Only DOC, DOCX or PDF Files. Files cannot exceed 5 MB

Document Type	File Name	Size (KB)	Action
Total Upload : 0.00 MB of 50.00 MB			

Previous Save and Exit

Locate the file to upload

Select the type of document

Best Practice: Select "ORDER". In the Text Box marked "Re: _____" fill in Date of hearing, Courtroom (1J, 2, 3), Case No., and indicate if this is an Order After Hearing.

- EXAMPLE: 82820, Ct 2, 18-4-00934-0, OAH
- Indicating if the submission is after the hearing will help avoid having the document rejected because the hearing date has already passed.

Case Information

Judge/Judge Panel: **In court Ex Parte Kent**
Case #: **02-2-99999-9** Case Title: **TEST'39 vs TEST ZZ**

Document Type

ORDER

Re:

Document File

Document File Name: No file chosen

Only DOC, DOCX or PDF Files. Files cannot exceed 5 MB

File Name	Size (KB)

Click Choose file and locate the document to upload from your own system. Click "Ok" to upload.

5. Final review and submit to the judge

E-File Documents into an Existing Case

Please review before proceeding

Summary

Case Number: 02-2-99999-9 Case Designation: KNT
Case Title: TEST'39 vs TEST ZZ
User Name: David Smith
Judge/Panel: EXP Family Agreed Orders

Document Type	File Name	Attachment(s)
AGREED ORDER	Test Document.pdf	

Click on Submit to Judge

Click on the link to see the document

6. Submission review and confirmation page

E-File Documents into an Existing Case

Your submission is pending a judicial review.

King County Superior Court Clerk's Office E-filing Confirmation Receipt

Case Number: 02-2-99999-9 Case Designation: KNT
Case Title: TEST'39 vs TEST ZZ
Filed By: David Smith Submitted Date/Time: 4/16/2020 3:24:18 PM
Received Date/Time: Pending Judicial review
User ID: dsmith84 WSBA #:
Judge/ Panel: EXP Family Agreed Orders

Document Type	File Name	Attachment(s)
AGREED ORDER	Test Document.pdf	

7. Status of the submission is visible on the E-File status page.

- You can access a copy of the Order or the Rejection Reason by clicking the PDF link.

Ex Parte						
E-Serve	21-4-01241-1 KNT IN RE HAMZA SEDIQI	03/04/2021 03:16:03 PM	03/04/2021 03:29:29 PM	Filed	ORDER APPOINTING GUARDIAN AD LITEM	21-4-01241-1.PDF
E-Serve	21-4-01118-1 KNT IN RE CALEB WILKINS	03/02/2021 05:26:53 PM	03/03/2021 04:19:13 PM	Filed	ORDER APPOINTING GUARDIAN AD LITEM	214011181.PDF

- Please do not contact Ex Parte Department staff unless it has been more than 3 business days since you have submitted a document the Court was expecting (e.g. after a hearing).
- A copy of the document will be emailed to the filing party and may be E-Served to any party signed up for E-Services. The email to filer will come from EService.NoReply@kingcounty.gov.

OTHER IMPORTANT INFORMATION

- All proposed orders should be filled in completely, in the exact form you wish the order to be entered in. Please do not leave boxes unchecked or blanks. If modifications are necessary, please notify the judicial officer at the time of hearing. If the court declines to enter a submitted Order, you will receive an email (including a brief explanation). The email will originate from DoNotReply@kingcounty.gov. The Subject Line of the email will look like this: **Case # [20-3-05932-7], [CURTIS VS CURTIS], has been Returned Not Filed.** This e-mail is to inform you that the case identified above and submitted for judicial review has been returned to the PAO for the following reason:
[Other – Reason..... (Returned by Name of Judge or Staff)]
- Orders are frequently returned administratively (e.g. without judicial action) because the order was entered in another manner or was otherwise not used. For example, if the Court chooses to print and file a hardcopy, the filer will receive a “Returned Not Filed” email. This does not necessarily mean the order was not filed – simply that it wasn’t filed using the Orders for Review Panel.
- If your submission does not include the date of the hearing or enough information to identify why it has been submitted/which judicial officer to direct it to, it will be rejected.
- These panels may not be used for any orders which may otherwise be submitted Ex Parte via the Clerk, unless you have been specifically directed to submit by staff or a judicial officer.
- Please do not submit orders to this panel more than one week in advance of the hearing.
- You MUST notify the Judicial Officer of the submission at the time of the hearing.
- If submitting an Order AFTER hearing, you must send a courtesy email to SCEXPORTEORDERS@KINGCOUNTY.GOV notifying the department of the submission.