## Instructions: Ex Parte In-Court Order Submission

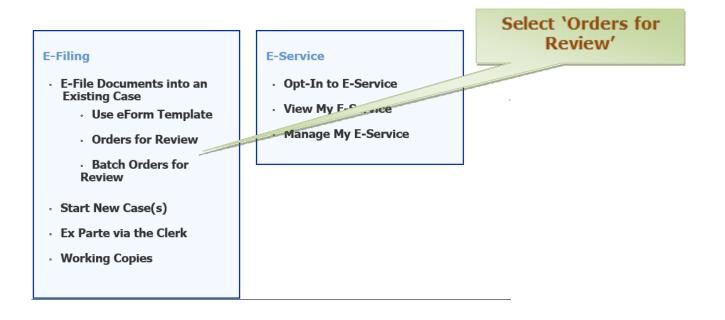
Until further notice, proposed orders following hearings, which previously would have been presented in person in the Ex Parte may be submitted via e-filing through Orders for Review for both Seattle and Kent locations. Parties should still submit their proposed orders with their working papers submissions, 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**

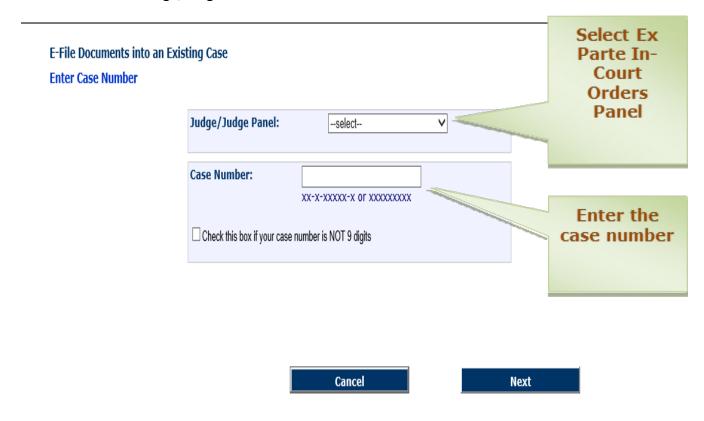
1. Open the E-Filing application, enter User ID and Password.



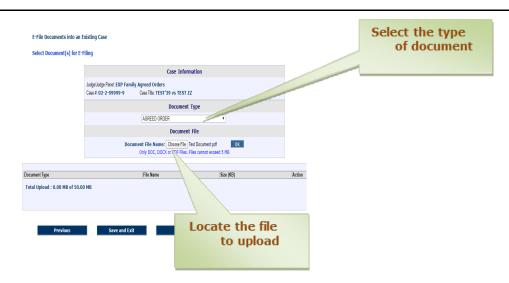
2. Select "Orders for Review"



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



4. Select the type of document being uploaded.



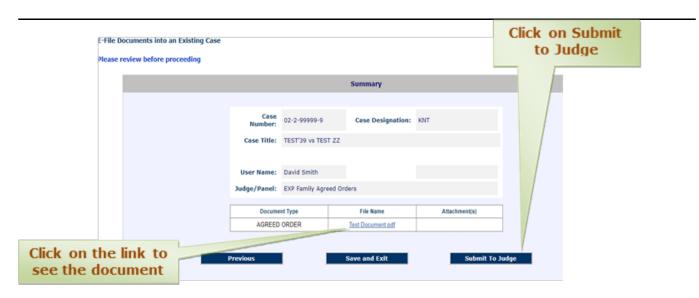
Best Practice: Select "ORDER". In the Text Box marked "Re:\_\_\_\_\_\_" fill in Date of hearing, Courtroom (1J, 2, 3), Case No., and indicate if this is an Order After Hearing.

- o EXAMPLE: 82820, Ct 2, 18-4-00934-0, OAH
- o 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 Case #: 02-2-99999-9	Ex Parte Kent Case Title: TEST'39 vs TEST ZZ	
	Document Type	
	ORDER	~
	Re:	
Document File		
Doc	ument File Name: Choose File No file chosen Only DOC, DOCX or PDF Files. Files cannot excee	OK ed 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



6. Submission review and confirmation page



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

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

- 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 siged 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 <a href="mailto:DoNotReply@kingcounty.gov">DoNotReply@kingcounty.gov</a>. The Subject Line of the email will look like this: <a href="mailto:Case#">Case#">Case#">Case#">[20-3-05932-7]</a>, <a href="mailto:CURTIS VS CURTIS]</a>, 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 secifically 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.
- o 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 <u>SCEXPARTEORDERS@KINGCOUNTY.GOV</u> notifying the department of the submission.