

How to File a Truancy Petition in King County

As required by RCW 28A.225.030

Complete the form “Truancy Petition for an Order Compelling School Attendance” from the King County Truancy Forms Website:

- <http://www.kingcounty.gov/courts/superior-court/becca/truancy-forms.aspx>
- Print up to date attendance record for entire school year for student(s), including attendance from every school the student has attended during the current school year.
- Sign the petition, scan and save as a PDF.

Log in to king county E-Filing website

- <https://dja-efsp.kingcounty.gov/Efiling/Logon/Home.aspx>
- Select “**Start New Case(s)**” from E-filing menu

“Enter Case Information”

- Select **Case Designation**
 - For north King County cases select Case Designation “SEA”
 - For south King County cases select Case Designation “KNT”
- Select **Case Category “Juvenile”**
- Select **Case Sub-Category “Truancy”**
- Enter **Case Title:** “School District”
vs
“Student’s Name”
- Select “**Next**”

The screenshot shows the King County E-Filing website interface. At the top, there is a navigation bar with links for HOME, NEWS, SERVICES, DIRECTORY, CONTACT, and a search box. Below this is the header for the Dept of Judicial Administration – E-Filing, Superior Court Clerk's Office. The main content area is titled 'Welcome Jennifer Tibbitts' and includes a navigation menu with Home, E-Filing, E-Service, My Cases, and Sign Out. The 'E-Filing' section is active, showing a 'Start New Case(s)' button and a 'Shopping Cart' icon. The 'Enter Case Information' form is displayed with the following fields: Case Designation (KNT), Case Category (JUVENILE), Case Sub-Category (TRUANCY (KNT)), Case Title (District vs Student), and buttons for Cancel and Next. A progress indicator shows steps 1 through 5, with step 1 highlighted.

“Add Minimum Initiating Documents”:

- Under “Document Type” it should say “PETITION REGARDING TRUANCY”
- Under “File Name” select “Browse” and select your PDF scan of the completed and signed Truancy Petition.
- Select “Ok”

- Under “Attachments” select “Browse” and select the PDF copy of the student’s attendance records.
- Select “Ok”
- Select “Next”

HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

King County
Always at your service

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

Welcome Jennifer Tibbitts Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

- ▶ Browse for attachment, if any
- ▶ Add additional document, if any
- ▶ [help](#)

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

[start over](#)

STATUS

Case Title
District vs Student
Document Description
PETITION REGARDING TRUANCY
File Name
Truancy Petition, Student.pdf
Attachment(s)
Attendance Records.pdf

Shopping Cart
Items in Cart: 0
[View Cart](#)

Progress: 1 2 3 4 5

Start New Case(s)

Add Minimum Initiating Documents

Case #: Unassigned Case Title: District vs Student

Document Type	File Name	Attachment(s)
PETITION REGARDING TRUANCY	Truancy Petition, Student.pdf Delete	Attendance Records.pdf Delete

Case #: Unassigned Case Title: District vs Student

Document Type	File Name	Size (KB)	Action
PETITION REGARDING TRUANCY	Truancy Petition, Student.pdf	86	Delete
	Attendance Records.pdf	86	Delete

Total Upload : 0.17 MB of 50.00 MB

[Add Additional Document](#)

[Previous](#) [Save and Exit](#) [Next](#)

“Please review before proceeding”

- Confirm that you have uploaded the correct files, then select “Proceed to E-File”

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

Welcome Jennifer Tibbitts Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

- ▶ To add or edit documents click 'previous'
- ▶ To add another case, click 'Add to Cart'
- ▶ To continue click 'Proceed to E-File'
- ▶ [help](#)

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

[start over](#)

STATUS

Case Title
District vs Student
Document Description
PETITION REGARDING TRUANCY
File Name
Truancy Petition, Student.pdf
Attachment(s)
Attendance Records.pdf

Shopping Cart
Items in Cart: 0
[View Cart](#)

Progress: 1 2 3 4 5

Start New Case(s)

Please review before proceeding

Summary

Case Category: JUVENILE Case Sub-Category: TRUANCY (KNT)
Case Number: Case Designation: KNT
Case Title: District vs Student
User Name: Jennifer Tibbitts
Total Cost (Includes Filing Fee): \$0.00

Document Type	File Name	Attachment(s)	Cost
PETITION REGARDING TRUANCY	Truancy Petition, Student.pdf	Attendance Records.pdf	

[Add to Cart & Start a New Case](#)

[Previous](#) [Cancel](#) [Proceed to E-File](#)

- Select “E-File Now”

Welcome Jennifer Tibbitts Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

▶ Save or print this confirmation receipt for your file

▶ [help](#)

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

[start over](#)

Start New Case(s)

Progress:

✔ Thank you. Your document(s) has been received by the Clerk.

Your order setting case schedule is listed below. Please click on the hyperlink and print a copy for your records and for service.

King County Superior Court Clerk's Office E Filing Confirmation Receipt

Filed By: Jennifer Tibbitts **Submitted Date/Time:** 8/16/2017 2:01:31 PM

User ID: JTibbitts **WSBA #:**

17-7-01873-1 KNT District vs Student

Received Date: 8/16/2017 2:01:31 PM

Case Category: JUVENILE

Case Sub-Category: TRUANCY (KNT)

Case Filing Fee: 0.00

Document Type	File Name	Attachment(s)	Document Fee
PETITION REGARDING TRUANCY	Truancy Petition_Student.pdf	Attendance Records.pdf	0.00
ORDER SETTING CASE SCHEDULE	schedule.pdf		0.00
CASE INFORMATION COVER SHEET	cics.pdf		0.00

- To obtain **Order Setting Case Schedule**, click the link **“schedule.pdf”**
 - Your Case number will be both listed on the confirmation receipt (See above) and on the heading of the Order Setting Case Schedule
- Follow **Email Conventions for Truancy**, as described in King County Truancy Manual, to email the Petition(s) and Cause number(s) to the appropriate parties.