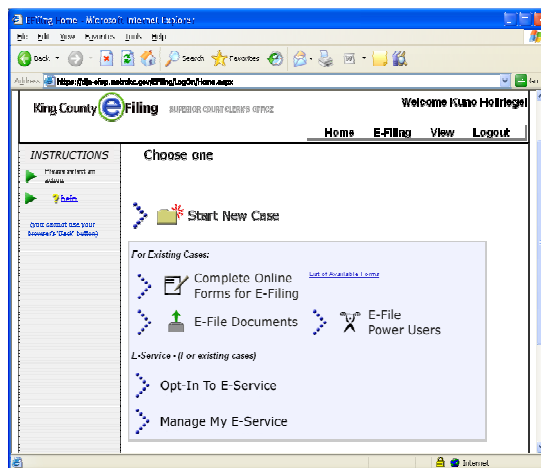# E-File Documents in an Existing Case

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Home Page
Choose E-Filing Process

- Select 'E-File Documents'

Step #1
Enter Case Information

- Enter existing case number
- Enter all dashes **or** none
- Do not add Case Designation (KNT or SEA)

Step #1
Verify Case Information

- If a valid case number is entered the case number, with designation and case title will echo back.
- If it turns out that it is not the user's case they can click on 'this is not my case', which will return them to a new blank case field page.

Step #2
Describe Document

- Pick document type from drop-down menu
- Complete any fill-in fields required

Step #3
Select Document(s)

- User browses their computer/network for the PDF/TIFF document to be submitted.
- After entering the document file name, user will click 'add document'. The document will then be validated.

Step #3
Select Document(s)
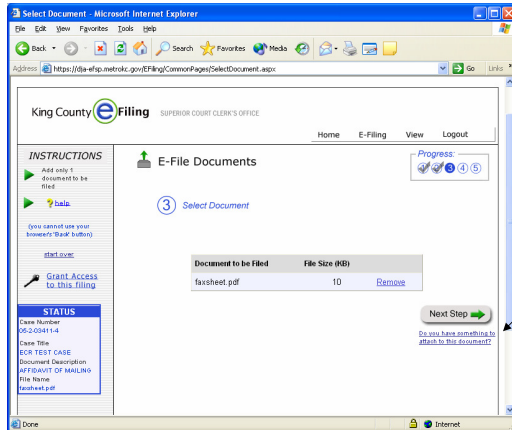
- Document file name will then display with its file size.
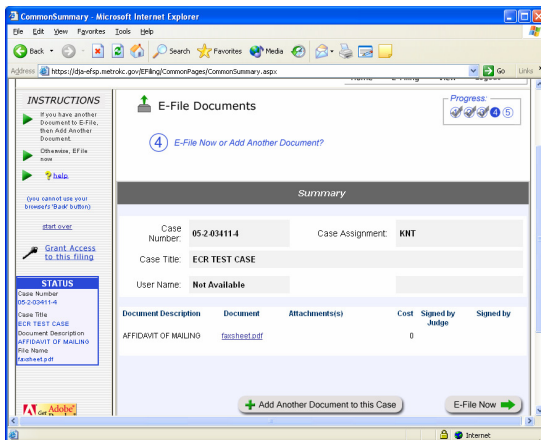- This is the user's last opportunity to remove or delete a document from the e-filing application.
- The user may add an attachment(s) at this point.
- If user chooses to **not** add an attachment select "next step".

Click here to add attachments

Step #4
E-file Documents or Add Another Document

- A summary of document(s) to be filed is displayed.
- The user can add another document to be part of the same submission to the same case, or e-file whatever document(s) they have thus far added.

Step #5
Confirmation Receipt

- This is the user's last opportunity to view/print/save the document being e-filed via the e-filing website. Once they navigate away from this page they will have to come to a courthouse site to view it.

- When the user navigates away from this page they will not be able to return to it (they need to print and/or save if they want retain a record of this confirmation receipt).

- A record that the document was received by the clerk will be visible under the 'received' tab of 'view status' page.