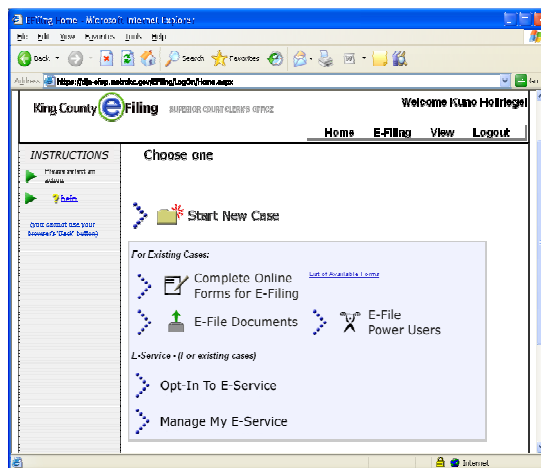


E-File Documents in an Existing Case



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



Describe Document - Microsoft Internet Explorer

King County eFiling SUPERIOR COURT CLERK'S OFFICE

Home E-Filing View Logout

INSTRUCTIONS

Select a Document Type

help

(you cannot use your browser's 'Back' button)

start over

Grant Access to this filing

STATUS

Case Number: 05-2-02411-4
Case Title: ECR TEST CASE

E-File Documents

Progress: 1 2 3 4 5

2 Describe Document

Document Type

AFFIDAVIT OF MAILING

Next Step

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

Step #3 Select Document(s)



Select Document - Microsoft Internet Explorer

King County eFiling SUPERIOR COURT CLERK'S OFFICE

Home E-Filing View Logout

INSTRUCTIONS

Add only 1 document to be filed

help

(you cannot use your browser's 'Back' button)

start over

Grant Access to this filing

STATUS

Case Number: 05-2-02411-4
Case Title: ECR TEST CASE
Document Description: AFFIDAVIT OF MAILING

E-File Documents

Progress: 1 2 3 4 5

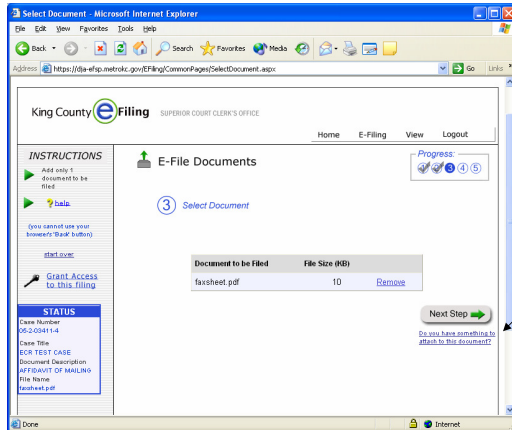
3 Select Document

Enter document filename: Browse... only PDF or TIFF docs

+ Add Document

- 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.

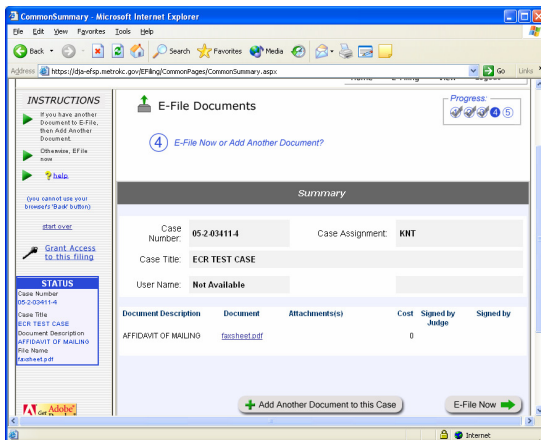
Step #3 Select Document(s)



- 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



Document Description	Document	Attachments	Cost	Signed by Judge	Signed by
AFFIDAVIT OF MAILING	ECR TEST CASE		0		Kuno Hollriegel

- 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.