

Start a New Case

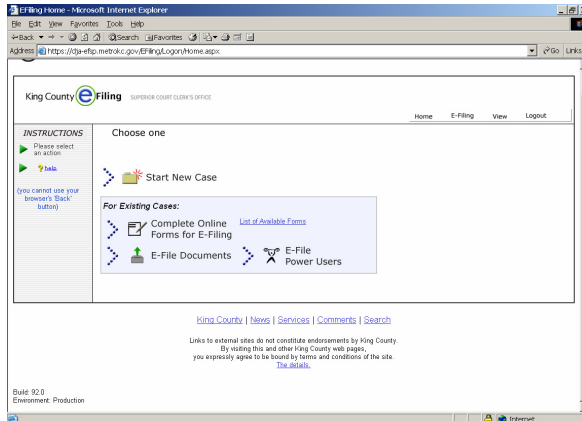


Prior to starting a new case using the E-Filing application, you must have Summons and/or Complaint, ready to upload, along with an acceptable method of payment.

A Case Information Cover Sheet and an Order Setting Case Schedule (if a managed case) will be generated at the end of the transaction. Make sure to print and/or save them prior to exiting the **Confirmation Receipt Screen** – after this window is closed in your browser, it will not reappear.

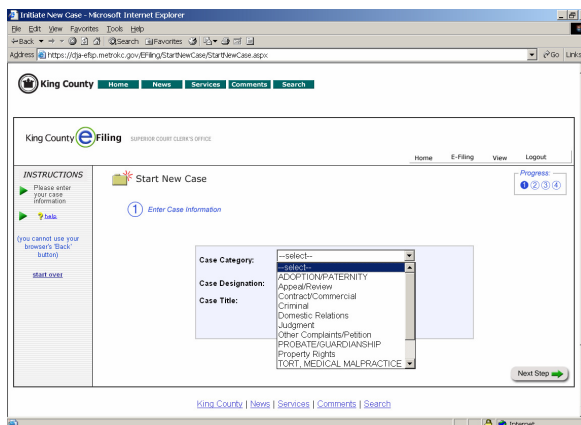


E-Filing Home Page



- Select **Start New Case** option

“Enter Case Information” Progress Screen ①



- In Case Category field, select down-pointing arrow on the right to open drop-down menu to display **Case Categories**.
- Select appropriate Case Category

“Enter Case Information” Progress Screen ①



King County E-Filing SUPERIOR COURT CLERK'S OFFICE

INSTRUCTIONS: Please enter your case information. You cannot use your browser's "Back" button.

Start New Case

1 Enter Case Information

Case Category: Contract/Commercial

Sub Category: --select--
BREACH OF CONTRACT (COM 2)
COMMERCIAL CONTRACT (COM 2)
COMMERCIAL NON-CONTRACT (COL 2)
MERETRICIOUS RELATIONSHIP (MER 2)
THIRD PARTY COLLECTION (COL 2)

Case Designation: --select--
BREACH
RENT
SEA

Case Title: vs

Next Step

- In **Sub Category** field, select down-pointing arrow on the right to open drop-down menu to display Sub Categories
- Select appropriate Sub Category

“Enter Case Information” Progress Screen ①



King County E-Filing SUPERIOR COURT CLERK'S OFFICE

INSTRUCTIONS: Please enter your case information. You cannot use your browser's "Back" button.

Start New Case

1 Enter Case Information

Case Category: Contract/Commercial

Sub Category: BREACH OF CONTRACT (COM 2)

Case Designation: --select--
BREACH
RENT
SEA

Case Title: vs

Next Step

- In **Case Designation** field, select down-pointing arrow on the right to open drop-down menu to display Case Designation choices
- Select appropriate Case Designation

“Enter Case Information” Progress Screen ①



- Enter Case Title information
- Select the **Next Step** → button

Note: Your Case Area Designation and Case Information Cover Sheet (CICS) will be created based on the information you entered in “Enter Case Information” Progress Screen ①.

“Add Minimum Initiating Documents” Progress Screen ②



- Select **Browse** to obtain desired PDF/TIFF Summons document from your local computer or network

Note: A summons is not required to open a new case. If there is no summons, submit only the complaint/petition.

“Add Minimum Initiating Documents” Progress Screen ②



Document Description	File	Attachments	Sign
SUMMONS & COMPLAINT	\\ECRE-Filing-E-Filing DC	<input type="button" value="Add Document"/>	

- After desired document is obtained and document filename appears in “Enter Document Filename” field, select the **+ Add Document** button
- Document will be validated, “Add Minimum Initiating Documents” Progress Screen ② will appear again with the addition of the **+ Add Attachment** button as an option

“Add Minimum Initiating Documents” Progress Screen ②



Document Description	File	Attachments	Sign
SUMMONS & COMPLAINT	aff82.pdf	<input type="button" value="Add Attachment"/>	<input type="checkbox"/> sign now

Note: If only a Summons was submitted, select the **Add Attachment** button to attach the complaint/petition. A new case may be started without a summons, but a complaint/petition is required.

- Select **Browse** to obtain desired PDF/TIFF Complaint/Petition document from your local computer or network.

“Add Minimum Initiating Documents” Progress Screen ②



Document Description	File	Attachments	Sign
SUMMONS & COMPLAINT	aff82.pdf	VECRE-Filing/E-Filing Dc Browse...	sign now

Payment Voucher

+ Add Additional Documents Next Step →

- After desired document is obtained and document filename appears in “Enter Document Filename” field, select the **+ Add Attachment** button
- Document will be validated, “**Add Minimum Initiating Documents**” **Progress Screen ②** will appear again with the **+ Add Attachment** button as an option

“Add Minimum Initiating Documents” Progress Screen ②



Document Description	File	Attachments	Sign
SUMMONS & COMPLAINT	aff82.pdf	Browse...	sign now
	dclr.pdf		

+ Add Additional Documents Next Step →

Note: Repeat previous steps for any additional attachments to summons/complaint or petition.

- Select the **Next Step** button to proceed

“Summary” Progress Screen



Summary

Case Number: (Not Assigned) Case Assignment: SEA

Case Title: Goody vs Pinto

User Name: [Redacted] Total Cost (this includes filing fee): \$200.00

Document Description	Document	Attachments	Cost	Signed by Judge	Signed by
SUMMONS & COMPLAINT	af12.pdf	af12.pdf	0		

Filing Fee: \$200.00

[Pay & E-File Now](#)

- Summary of your filing will appear
- Review case information
- You may select the hyperlink for the document(s) and/or attachment(s) to view. This is your last opportunity to view documents before filing.
- If you are satisfied with the document to be E-Filed, select the **Pay & E-File Now** button

Making Your Payment - E-Commerce



King County E-Filing Superior Court Clerk's Office Payments

Payment Account Information

King County E-Filing Superior Court Clerk's Office

First Name: [Redacted] Last Name: [Redacted]

Daytime Phone Number with Area Code (no dashes or spaces - 206551212)

Your Email: We will send your payment confirmation to this email address.

Confirm Email Address: [Redacted]

[Back](#) [Cancel](#) [Next](#)

Shopping Cart	
Branch of Court (COM 2)	\$110.00
Compliance Fee	\$2.49
Total	\$112.49

- You will taken to a King County E-Commerce site where you can pay the required filing fee via credit card or internet check.
- When E-Filing documents requiring a fee, a service fee of \$2.49 for credit card and \$0.95 for internet check, will be assessed.
- An e-mail confirmation will be sent when E-Commerce has successfully processed your payment and it will return you to the E-filing system at “Confirmation Receipt” Progress Screen.

“Confirmation Receipt” Progress Screen 4



PrintCommonConfirmationReceipt - Microsoft Internet Explorer

✓ Thank you! Your document has been **successfully** received by the Clerk.

Confirmation Receipt

Case Number: 05-2-16470-1 Case Assignment: SEA

Case Title: Goofy vs Pluto

Filed By: Peraltar Filed Date: 5/17/2005

Submitted Date: 5/17/2005

User Name: Peraltar WSBA #: Not available

Document Description	Document	Attachment (s)	Cost	Signed by Judge	Signed by
SUMMONS & COMPLAINT	AFFRZ.PDF	dcr.pdf	0		Peraltar
ORDER SETTING CASE SCHEDULE	schedule.pdf		0		
CASE INFORMATION COVER SHEET	cics.pdf		0		

Filing Fee: \$110.00

Print

- A **Confirmation Receipt** will appear listing the documents that were successfully E-Filed
- A Case Information Cover Sheet and an Order Setting Case Schedule (if case is a managed case) will be generated at the end of the transaction. Make sure to print and/or save them prior to exiting the Confirmation Receipt Screen – after this window is closed in your browser, it will not reappear.

“Confirmation Receipt” Progress Screen 4



Print Preview

Print... Page 1 of 1 75% Help Close

PrintCommonConfirmationReceipt

King County **eFiling** SUPERIOR COURT CLERK'S OFFICE

✓ Thank you! Your document has been **successfully** received by the Clerk.

Confirmation Receipt

Case Number: 06-2-26269-9 Case Assignment: SEA

Case Title: Goofy vs Pluto

Filed By: hannes01 Filed Date: 8/4/2008

Submitted Date: 8/4/2008

User Name: hannes01 WSBA #: Not available

Document Description	Document	Attachment(s)	Cost	Signed by Judge	Signed by
SUMMONS & COMPLAINT	AFFRZ.PDF		0		
ORDER SETTING CASE SCHEDULE	schedule.pdf		0		
CASE INFORMATION COVER SHEET	cics.pdf		0		

Filing Fee: \$200.00

Print

- You may select the **Print Friendly Version** button to print receipt.