



Frequently Asked Questions For Mandatory E-Filing*

E-Filing—General Questions*

When does the new mandatory e-filing rule begin?

June 1, 2009.

What gives the Clerk authority to require that I e-file?

[General Rule 30](#) (GR 30) governs electronic filing in Washington Courts. GR 30 allows local courts to mandate electronic filing. King County Superior Court is considering a new local rule, [LGR 30](#), mandating e-filing effective June 1, 2009.

Is there a fee to e-file documents?

E-Filing is free for non-fee documents. Fee related documents are subject to the standard [fee schedule](#), plus a small processing fee (\$2.49 for credit cards or .95 for internet check payments).

Who is required to e-file?

All attorneys are required to e-file. The Clerk's office encourages pro-se parties (those who are not represented by counsel) to e-file; however they are not required to e-file.

I do not have an attorney. Do I need to e-file?

No. Only attorneys are required to e-file. The clerk encourages *pro se* parties to e-file, but it is not mandatory. If you are interested in e-filing you may refer to our website for assistance. <http://www.kingcounty.gov/courts/Clerk/E-Filing.aspx>

How quickly can I set-up an e-filing account and begin e-filing?

Setting up an e-filing account with the Clerk's office is easy and takes just a few minutes. Once you have set up an account you may begin to e-file immediately. For more information about setting-up and using an e-filing account, visit the Clerk's office website. <http://www.kingcounty.gov/courts/Clerk/E-Filing.aspx>

What if I cannot meet the requirement to e-file?

If you are an attorney and are unable to electronically file for whatever reason, you must apply to the Clerk for a waiver to file documents in paper form. Waiver requests may be made for a single document, an entire case, or a specific period of time. The Clerk will consider each application and will provide a written approval or denial to the requestor. You may continue to file documents in paper form while your request is being

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processed. If the waiver is denied, all future filings submitted in paper form may be assessed a faulty document fee.

The Clerk's office will begin accepting waivers in mid May.

I am on a tight deadline and am a first-time e-filer that has not set up my e-filing account yet—can I file in paper form?

If you are an attorney and a first-time e-filer who is unable to set-up an e-filing account before a filing deadline, you may file your documents in paper form with a completed waiver application attached. Your documents will be filed while your waiver application is being considered.

What will the Clerk's office do if I do not e-file my documents?

If you are an attorney and you fail to comply with the court rule you may incur a faulty document fee for each document you file in paper form.

Do I need to submit all my documents electronically?

The local rule** excludes certain documents from e-filing—these documents *must* be filed in paper form only. Additionally, certain documents *may* be e-filed, but are not required to be e-filed: 1) voluminous documents of 100 pages or more; and 2) summary judgment motions and supporting documents. See [LGR 30**](#) for more information. <http://www.kingcounty.gov/courts/Clerk/Rules.aspx>

Are there any documents that I cannot file electronically?

Yes. Pursuant to [GR 30](#) and [LGR 30**](#), certain documents cannot be filed electronically. See [LGR 30**](#) for the specific list of documents that are to be filed in paper form only.

Documents that previously were *not* to be filed in the court file under any circumstances are still not to be filed in the court file. Examples of these types of documents are negotiable instruments, exhibits, and trial notebooks.

I have a case initiated before 2000 that is still active. Can I e-file documents in cases filed prior to the year 2000?

No. Documents to be filed in cases initiated prior to January 1, 2000 are an exception to the mandatory e-filing rule and must be filed in paper form. See [LGR 30**](#).

Can I use the E-Filing application to initiate a new case?

Yes, for most cases. Please see [LGR 30**](#) for a list of documents that shall not be e-filed.

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Am I required to e-file new cases?

For most new cases the answer is “Yes”; however, there are certain exceptions. Please see [LGR 30**](#).

Can I e-file anytime, including weekends and holidays?

Yes. The [E-Filing application](#) is available for use anytime on any day. However, documents submitted after 4:30 pm Monday through Friday, or on weekends and holidays, will be filed on the next regular business day.

How do I sign e-filed documents?

See [GR 30](#) for accepted procedures for signing electronic documents.

Can I serve other parties and counsel electronically?

Yes. [GR 30](#) allows for parties to electronically serve documents on other parties if they agree to accept e-service. The Clerk’s E-Filing application allows parties to opt-in to e-service on a case by case basis. Please go to the [E-Filing application](#) sign in, and select the link to ‘Opt-In to E-Service’.

Am I supposed to e-file proposed orders?

No. Proposed orders are not filed, unless as an attachment to the original e-filed motion. Proposed orders should be included as part of your working copies submitted to the court. The clerk’s office will begin accepting electronic working copies in June. Please see the FAQ section on working copies for more information.

How do I e-file sealed documents?

Please see [LCR 79\(d\) \(6\)](#) for the requirements for submitting sealed documents. There is not a separate process to e-file sealed documents.

Note: e-filed documents are not available for public viewing until they have first been reviewed and processed by the clerk.

Can my e-filed documents be rejected for filing? How will I know?

Yes. The Clerk may reject e-filed documents. The Clerk will notify you if your documents, or case, cannot be accepted for filing. You may also check the status of your filings, and whether a document has been filed or rejected, through your e-filing account under ‘My Cases > Status’ tab.

Can I still fax my documents to the clerk for filing?

Yes. [GR 17](#) allows parties to fax their documents to the clerk for filing. Please see GR 17 for more information.

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Is there training available to learn how to e-file?

Yes. The Clerk's office regularly provides demonstration sessions for users of the E-Filing application. Materials from the demonstration sessions are also available online. For information about training resources, visit the Clerk's [e-filing webpage](#).

E-Filing—Processing Questions

Can I view my documents after e-filing?

You can view recently e-filed documents through your e-filing account under 'My Cases>Status' tab until the documents have been processed by the Clerk. After the documents have been processed, you may either use the Clerk's [ECR Online](#) application to view documents, come to one of the three [courthouses](#) and access the [E-Filing application](#) in our public viewing areas, or submit a [correspondence request](#) to the Clerk's Office.

Note: [ECR Online](#) access is limited to Criminal, Civil, and Probate cases which are filed (initiated) after November 1, 2004. You cannot view Domestic cases (Divorce, Legal Separation, Child Support, etc), Guardianship cases or Protection Orders via the internet.

How long will it take for my document to be processed?

Generally, documents are viewable through the ECR application within one business day, and fully processed within three business days.

How do I receive my case schedule?

For managed cases, an Order Setting Case Schedule will be automatically generated after you have completed the e-commerce transaction. You will be able to print and/or save a copy of your schedule from you Confirmation Receipt.

You may view e-filed documents, including you case schedule, in recently initiated e-filed cases through your e-filing account under 'My Cases>Status' tab until the documents have been processed by the Clerk. After the documents have been processed, you may use the Clerk's [ECR Online](#) application to view the documents.

Do I still have to file a Case Assignment Designation and Case Information Cover Sheet (CICS)?

No. The [E-Filing application](#) will automatically create and file a Case Assignment Designation and Case Information Cover Sheet based on selections you make when e-filing your documents.

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Can I obtain certified copies electronically?

No. Electronic delivery of certified copies is not available at this time.

E-Filing—Technical Questions

What document format types will the E-Filing application accept?

The [E-Filing application](#) will only accept .pdf and .tiff documents.

Are there file size limits for e-filed documents?

Yes. Individual documents to be e-filed cannot exceed 5MB. The total size of all documents to be submitted in a single e-filing session cannot exceed 50MB.

What do I do if the document I want to e-file is under 100 pages yet exceeds the file size limit and the e-filing application won't accept it?

Please refer to our helpful tips for reducing the size of your documents at <http://www.kingcounty.gov/courts/Clerk.aspx> -- (need to confirm link to helpful tips)

How do I get technical support if I have a problem with the E-Filing application?

If you experience technical problems with the E-Filing application, you may contact our help desk at (206) 205-1600 or by sending an email to Eservices@kingcounty.gov. Our office can only assist with questions relating to e-filing and cannot address questions relating to your hardware or software systems or your internet connectivity.

What if my internet connection is down?

It is your responsibility to obtain access to a working internet connection. There are numerous locations that offer free internet access to the public, including public libraries, the [King County Law Library](#) on the 6th floor of the downtown Seattle Courthouse, and at the Maleng Regional Justice Center in Kent.

Do I need any special computer hardware or software to e-file?

To use the [E-Filing application](#) you will need an internet connection (we recommend a high-speed connection), an active e-mail account, and the ability to convert your documents into the accepted formats (.pdf and .tiff). If you will need to convert documents from paper to an electronic format a scanner will be necessary.

How do I convert a paper document into an electronic copy if I do not have a scanner?

Scanners available for public use are located at the [King County Law Library](#) in the downtown Seattle Courthouse and in the Clerk's Office Customer Service area at the Maleng Regional Justice Center in Kent.

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COMING SOON: Working Copies—General Questions

Can I electronically submit working copies for the judge/commissioner?

Yes. Working copies of your documents for a judge, commissioner, or other appropriate judicial officer may be electronically submitted through the Clerk's e-filing system. Local rule [7\(b\)**](#) governs the submission of working copies.

Can all types of working copies be submitted electronically?

No. Judge's working copies for voluminous documents exceeding 100 pages must be submitted in paper form only and cannot be electronically delivered. Additionally, working copies of summary judgment motions and all supporting documents must be submitted in paper form only and cannot be electronically submitted. See [LCR 7\(b\)**](#).

Can I still submit the judge's working copies in paper form?

Yes. Electronic filing of working copies is *not* mandatory. If you prefer to continue to submit the judge's working copies in paper form you may do so, pursuant to [LCR 7\(b\)**](#).

Is there a fee for electronically submitting working copies?

Yes. Per the [LGR 30\(c\)**](#), the Clerk will assess a fee for the electronic submission of working copies. There is a \$20 fee per submission. This service fee enables the clerk's office to print, tab, assemble and deliver working copies based on the instructions you will provide during the working copies process of the E-Filing application.

How will my electronically submitted working copies be delivered to the judge? How will they look?

The Clerk's office will print your working copies in the manner specified by you in the [E-Filing application](#). The [E-Filing application](#) will gather all necessary information for the delivery of the working copies to the appropriate judge, commissioner, or judicial department. The application will also allow for you to specify what tabs, if any, should be inserted. The printed working copies will be bound with either binder clips or three-ring binders depending on the size of the document and the requirements of the judge or department.

How can I confirm that my electronically submitted working copies have been delivered?

Once you have submitted your working copies in the [E-Filing application](#) you will be presented with a confirmation page that you may either save to your computer or print

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for your records. The confirmation page will confirm the documents that you submitted as working copies, as well as the date and time you submitted the working copies.

When will my electronically submitted working copies be delivered?

You can expect that electronically submitted working copies will be delivered within 24 hours of receipt. If the hearing date is the day following the working copies submission, the working copies will be delivered the same day by 1:00 pm, if received by noon. If working copies are received after 12:00 pm for a hearing scheduled the following day, they will be delivered by 8:00 am the following day. You will be provided confirmation that your working copies submission has been received.

Can I just e-mail my working copies to the judge directly?

No. Parties may not e-mail electronic working copies of their document directly to a judge, commissioner, or judicial department. Acceptable methods for the delivery of working copies are outlined in [LCR 7\(b\)](#) ^{**}.

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