



How to Electronically Submit to Ex Parte via the Clerk

Pursuant to LGR 30, attorneys shall electronically file (e-file) documents using the Clerk’s online application. This includes electronic submissions to the Ex-Parte and Probate Department. As of January 3, 2017, the court is signing most Ex Parte and Probate submitted orders electronically. **Exception:** Original wills and codicils.

Please refer to [LCR 40.1](#) to determine if your matter must be heard in the Ex Parte and Probate Department. Once determined to be an ex parte matter, refer to the [Ex Parte Master List](#) to determine if the matter must be submitted through the Ex Parte via the Clerk process or presented in person. For additional information, please see the Clerk’s Ex Parte via the Clerk webpage: www.kingcounty.gov/courts/clerk/documents/ExParte.

All supporting document(s) necessary for the court to decide the issue must be provided. The court will not research the court file. Document(s) that are uploaded will automatically be e-filed unless you choose not to.

The eEx Parte via the Clerk fee must be paid using the King County eCommerce application via a credit card or internet check. An eCommerce transaction fee will be included.

There are 3 ways to access the eEx Parte via the Clerk component of the eFiling Application:

(1) Access from Confirmation Receipt

- You may access eEx Parte via the Clerk after e-filing a document(s) into an existing case by selecting the “Submit to Ex Parte” button on your e-filing confirmation receipt.

The screenshot shows the 'Confirmation Receipt' page in the e-filing application. At the top, it says 'Thank you. Your document(s) has been received by the Clerk.' Below this, there are two buttons: 'Click here to submit your Working Copies electronically' and 'Click here to submit documents to Ex Parte via the Clerk'. An arrow from the text above points to the second button. The receipt details include:

- Case Number: 11-2-00258-6
- Case Designation: SEA
- Case Title: John Smith vs Mary Doe
- Filed By: Karen Muffett
- Submitted Date/Time: 7/5/2011 4:07:34 PM
- Received Date/Time: 7/5/2011 4:07:34 PM
- User ID: missmuffett
- WSBA #: [blank]

At the bottom, there is a table of the submitted documents:

Document Type	File Name	Attachment(s)	Cost
MOTION TO COMPEL	sallydore Motion.pdf		0.00
NOTICE OF HEARING	janedole notice.pdf		0.00

Buttons at the bottom include 'Save Confirmation Receipt' and 'Printer Friendly Version'.

-OR-



How to Electronically Submit to Ex Parte via the Clerk

Document(s) submitted to the Clerk. Select Status column link for additional information.

E-Service Working Copy Ex Parte	Case Number	Submitted Date/Time	Received Date/Time	Status	Document Type	File Name
WCopies EXP	11-2-00258-6 John Smith vs Mary Doe	06/08/2011 06:39:42 PM	06/09/2011 09:00:00 AM	Pending	COMPLAINT	Summons and Complaint.pdf
WCopies EXP	11-2-00258-6 John Smith vs Mary Doe	06/08/2011 06:39:42 PM	06/09/2011 09:00:00 AM	Pending	INVOICE VOUCHER	Declaration of Smith.pdf
WCopies EXP	11-2-00258-6 John Smith vs Mary Doe	06/08/2011 06:39:42 PM	06/09/2011 09:00:00 AM	Pending	ORDER SETTING CASE SCHEDULE	schedule.pdf
WCopies EXP	11-2-00258-6 John Smith vs Mary Doe	06/08/2011 06:39:42 PM	06/09/2011 09:00:00 AM	Pending	CASE INFORMATION COVER SHEET	cics.pdf

(2) Access from My Cases>E-File Status Tab

- You may access eEx Parte via the Clerk from the "My Cases>E-File Status" tab (within 30 days) by clicking the "EXP" link.
- This option is available for only one submission. If you need to prepare another submission, access the "eEx Parte via the Clerk" link on the home page.

E-Filing

- E-File Documents into an Existing Case
- Start New Case(s)
- Ex Parte via the Clerk
- Working Copies

E-Service

- Opt-In to E-Service
- View My E-Service
- Manage My E-Service

-OR-

(3) Access from eFiling Home Page

(step 1)

- If you do not need to file a document(s) into the case you may access eEx Parte via the Clerk directly from the eFiling Home Page (e.g, stipulated orders or qualified domestic orders).

(step 2)

- Enter case number for your submission.
- Click 'Next'.

Ex Parte via the Clerk

Enter Case Number

Please verify the case number before continuing

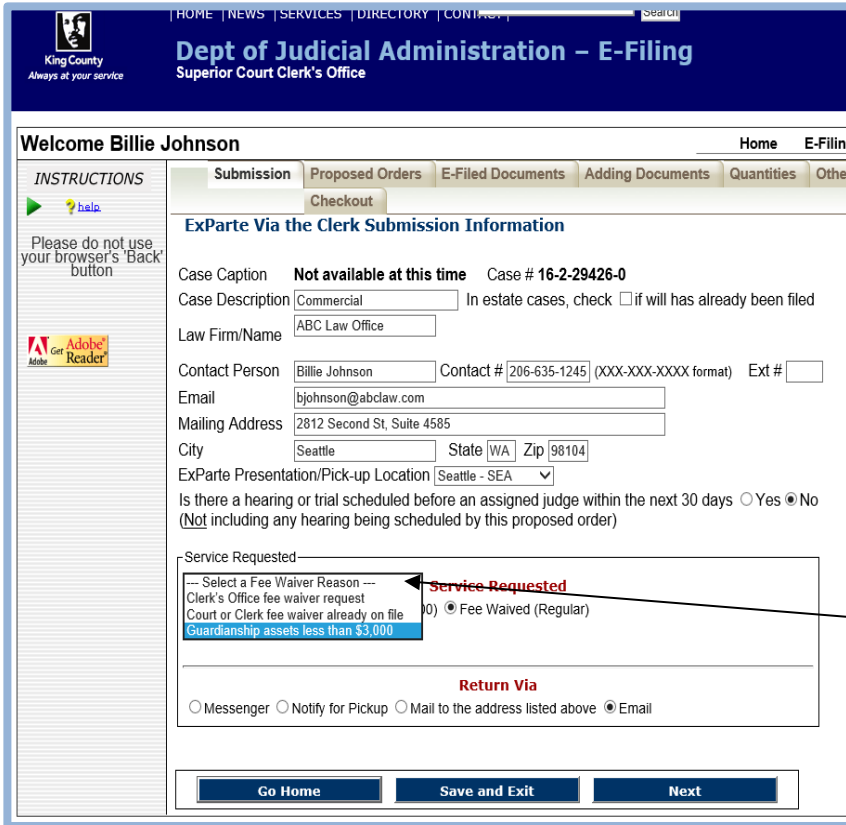
Case Number:

xx-x-xxxxx-x or xxxxxxxxx

Check this box if your case number is NOT 9 digits

How to Electronically Submit to Ex Parte via the Clerk

Submission Information



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

Welcome Billie Johnson Home E-Filing

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

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other

Checkout

ExParte Via the Clerk Submission Information

Case Caption **Not available at this time** Case # **16-2-29426-0**

Case Description In estate cases, check if will has already been filed

Law Firm/Name

Contact Person Contact # (XXX-XXX-XXXX format) Ext #

Email

Mailing Address

City State Zip

ExParte Presentation/Pick-up Location

Is there a hearing or trial scheduled before an assigned judge within the next 30 days Yes No
(Not including any hearing being scheduled by this proposed order)

Service Requested

--- Select a Fee Waiver Reason --- **Service Requested**

Clerk's Office fee waiver request

Court or Clerk fee waiver already on file

Fee Waived (Regular)

Return Via

Messenger Notify for Pickup Mail to the address listed above Email

- Complete contact information – this is the person the clerk will contact by phone if there are any questions about your submission.
- Select your desired presentation location.
- Choose level of service:
 - “Regular” presented throughout the day to the Ex Parte department for consideration.
 - “Expedited”: Within 15 minutes of receipt by the Clerk’s Office, your documents will be presented to the Ex Parte department for consideration.
 - “Fee Waiver Reason”: Guardianship-use this option if the court has entered an order indicating the incapacitated person's assets are less than \$3,000 to waive the presentation fee.
- Choose your return delivery method:
 - “Messenger”: You will be prompted to upload a messenger slip;
 - “Notify for Pickup”: You will be called at the contact number provided
 - “Mail”: returned via snail mail.
 - “E-Mail”: Writs, Subpoenas, Citations and Exemplified cannot be e-mailed.



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Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Checkout

ExParte - Proposed Order

Case Number: 16-2-29426-0 Case Title: Not available at this time

You may add up to 5 proposed orders for your ExParte request

Upload your proposed Order

NOTE: Agreed Orders may be submitted in PDF. All other orders must be in Word format (.doc or .docx).

Document Type (*): **--- Select a Document Type ---**

Select File(*):

- AGREED ORDER
- DECREE
- DEFAULT JUDGMENT
- FINDINGS OF FACT AND CONCLUSIONS OF LAW
- JUDGMENT
- ORDER
- ORDER FOR PUBLICATION
- ORDER GRANTING MOTION/PETITION
- ORDER GRANTING PARTIAL SUMMARY JUDGMENT
- ORDER GRANTING SUMMARY JUDGMENT
- ORDER OF DEFAULT
- ORDER RE: SERVICES
- ORDER TO DISBURSE FUNDS
- ORDER TO ISSUE
- ORDER TO SHOW CAUSE

1:49:42 PM

Proposed Orders

- Remember to include the case number and designation on your proposed order(s) before uploading. (If it is an e-filed new case, you will find the case number on your confirmation receipt).
- Select the “Document Type”
- ONLY Agreed/Stipulated Orders** may be provided in (.pdf) file format
- Select the “Browse” button to upload your proposed order(s).
- Select the most accurate proposed Order type for each order submitted – upload in (.doc/.docx) file format with GR 30 compliant signature
- You may upload up to five (5) proposed orders in one case in a single submission.

E-Filed Documents

Ex Parte via the Clerk accessed via (1) Confirmation Receipt or (2) My Cases>E-File Status Tab:

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Superior Court Clerk's Office

Welcome Karen Muffett

Home E-Filing E-Service My Cases Sign Out

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte- Choose E-Filed Document

Case Number: 11-2-00258-6 Case Title: John Smith vs Mary Doe

Please choose which documents below you wish to include from your previously-filed court documents

Select documents from among those you have previously E-Filed

Select All Clear Selection Invert Selection

<input type="checkbox"/>	Summons and Complaint.pdf
<input type="checkbox"/>	Declaration of Smith.pdf
<input type="checkbox"/>	schedule.pdf
<input type="checkbox"/>	eics.pdf

Selected EFiled documents and attachments

No eFiled documents have been added to your ExParte list

- Use the checkbox(es) to select the e-filed document(s) you would like included in your submission.

Click the “Add Selected Documents to my ExParte submission” button and the selected documents will move to the table at the bottom of the page.

Click “Next” to continue.

Or:

- If you wish to select all your e-filed documents, click the “Add All and Continue” button, which will select all your e-filed documents and proceed to the next screen in one “click”.

Ex Parte via the Clerk accessed via the eFiling Home Page link:

How to Electronically Submit to Ex Parte via the Clerk



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Superior Court Clerk's Office

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INSTRUCTIONS

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

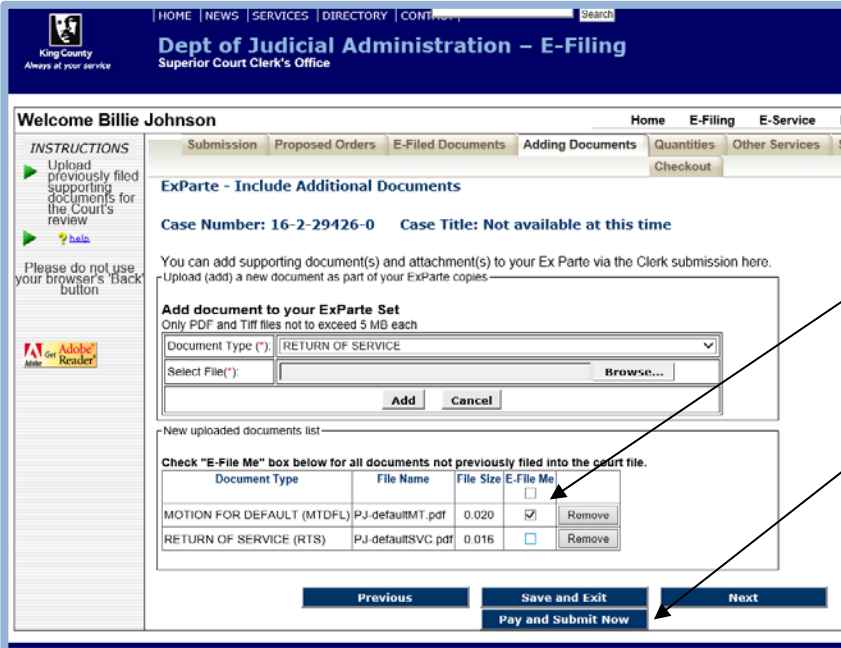
ExParte- Choose E-Filed Document

Case Number: 11-2-00258-6 Case Title: John Smith vs Mary Doe

Please add documents to Ex Parte via Clerk using next page.

Previous Save and Exit Next

Click "Next" to continue.



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Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte - Include Additional Documents

Case Number: 16-2-29426-0 Case Title: Not available at this time

You can add supporting document(s) and attachment(s) to your Ex Parte via the Clerk submission here. Upload (add) a new document as part of your ExParte copies.

Add document to your ExParte Set
Only PDF and Tiff files not to exceed 5 MB each

Document Type (*): RETURN OF SERVICE

Select File(*): Browse...

Add Cancel

New uploaded documents list

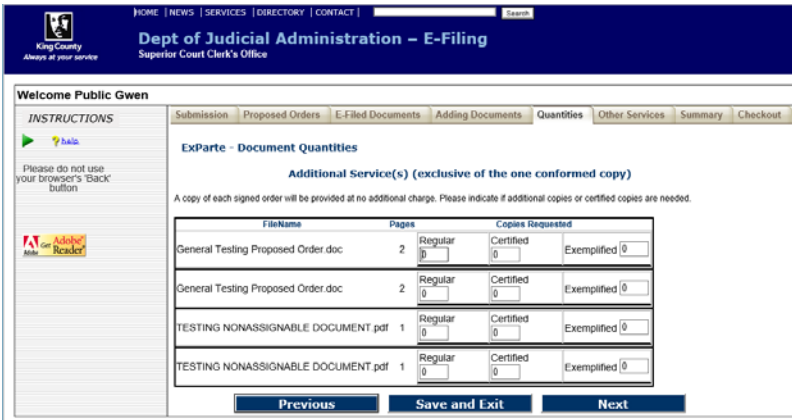
Check "E-File Me" box below for all documents not previously filed into the court file.

Document Type	File Name	File Size	E-File Me	
MOTION FOR DEFAULT (MTDFL)	PJ-defaultMT.pdf	0.020	<input checked="" type="checkbox"/>	Remove
RETURN OF SERVICE (RTS)	PJ.defaultSVC.pdf	0.016	<input type="checkbox"/>	Remove

Previous Save and Exit Next
Pay and Submit Now

Adding Documents

- Select "Document Type"
- Select the "Browse" button to add additional documents you would like the commissioner to consider. Files must be in PDF or TIFF format.
 - Be sure to select the "Add Document" button
 - Uncheck the 'Efile Me' box if you do not want your documents efiled.
- If you have no additional documents to include, click "Next"
- If you do not wish to order additional services (one conformed copy of the order(s) is included), select "Pay and Submit Now" to "Add Another Ex Parte Case" or to continue on to eCommerce.



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INSTRUCTIONS

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte - Document Quantities

Additional Service(s) (exclusive of the one conformed copy)

A copy of each signed order will be provided at no additional charge. Please indicate if additional copies or certified copies are needed.

FileName	Pages	Copies Requested		
		Regular	Certified	Exemplified
General Testing Proposed Order.doc	2	<input type="text"/>	<input type="text"/>	<input type="text"/>
General Testing Proposed Order.doc	2	<input type="text"/>	<input type="text"/>	<input type="text"/>
TESTING NONASSIGNABLE DOCUMENT.pdf	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
TESTING NONASSIGNABLE DOCUMENT.pdf	1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous Save and Exit Next

Document Quantities

- Remember that you will automatically receive one (1) conformed copy of your order(s) as part of the Clerk's service.
- You can request regular, certified or exemplified copies of your order(s)
- Please indicate the quantity desired in the appropriate box(es)



How to Electronically Submit to Ex Parte via the Clerk

The screenshot shows the 'Other Services' form in the E-Filing system. The user is logged in as Karen Muffett. The form has tabs for 'Submission', 'Proposed Orders', 'E-Filed Documents', 'Adding Documents', 'Quantities', 'Other Services', 'Summary', and 'Checkout'. The 'Other Services' tab is active. It contains fields for 'Type' (Writ, Subpoena, Citation), 'Quantity', and 'File'. There are also fields for 'Letter' and 'Form K' quantities. Navigation buttons 'Previous', 'Save and Exit', and 'Next' are at the bottom.

Other Services

- You can request writs, subpoenas or citations by indicating the quantity desired in the appropriate box and then uploading your writ, subpoena or citation to be issued.
- If you are requesting letters or Form Ks indicate the quantity desired. (Note: order is waiving letter(s) fee it must include the quantity desired.)

The screenshot shows the 'Submission Summary' page. It displays case information, requested services, and costs. The case title is 'John Smith vs Mary Doe'. The summary lists requested services like 'Messenger slip.pdf' and 'SmithDismissalOrder.pdf'. It also shows 'Additional Service Choices' and 'Total Costs' including a \$5.00 cost for services and a \$36.00 total cost. Navigation buttons 'Previous', 'Save and Exit', and 'Add to Cart' are at the bottom.

Submission Summary

- This summarizes your Ex Parte submission, including Ex Parte services, documents requested and total cost.
- Review the summary before continuing.
- If you discover you have made a mistake and wish to include additional documents, order additional services, etc., you may use the "Previous" button to make your changes.
- Once you have verified your Ex Parte submission, select "Add to Cart".

Checkout

- Select "Purchase this Ex Parte Request Now" to be redirected to the King County eCommerce site to pay for your Ex Parte submission(s).
- If you have an additional Ex Parte submission(s) you may select "Add Another Ex Parte Case".



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Case Number	Case Title	Case Cost	Delete
11-2-00258-6	John Smith vs Mary Doe	36.00	Remove

Total Filing Cost: \$36.00
(In addition there is a \$2.49 ecommerce transaction fee assessed for credit cards or \$1.49 for internet checks)

Payment Voucher

Add Another ExParte Case

Previous Save and Exit

Purchase this ExParte Request Now

- Authorized Government Agencies can pay by voucher.

Payment Method >>> Payment Details Review Confirmation Cart Help/FAQ

Select Payment Method

Payment Method: Credit Card (dropdown menu with options: Credit Card, Internet Check)

Navigation: Cancel Continue

Cart Total: \$36.00
Item Count: 1

King County eCommerce

- Payment can be made by Internet Check or Credit Card (AMEX, VISA, MasterCard and Discover).



King County

How to Electronically Submit to Ex Parte via the Clerk

King County Ecommerce
Credit Card Payment

Payment Method | **Payment Details >>** | Review | Confirmation | Cart | [Help/FAQ](#)

Personal Information		Cart Total: \$38.49
Payment Account Type	Business	Item Count: 1
Contact First Name	Karen	Convenience Fee: \$2.49
Contact Last Name	Muffett	
Business Name	Sally Jones Law	
Day time phone	206-296-9300	
Email	kmuffett@joneslaw.com	
Confirm Email	kmuffett@joneslaw.com	
Address Information		
Address	516 3rd Ave	
Address 2		
City	Seattle	
State/Province	WASHINGTON	
Zip Code	98155	
Payment Account Information		
Accepted Cards		
Credit Card Number		
Verification Code	Help with this field	
Expiration Month	01	
Expiration Year	2011	
Navigation		
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>		

King County eCommerce

- After entering your payment information click "Continue".
- A payment confirmation receipt will be sent to the e-mail address you entered.

Welcome Karen Muffett

Home | E-Filing | E-Service | My Cases

Submission | Proposed Orders | Adding Documents | Ordering | Quantities | Other Services | Summary | Checkout

Official Confirmation of ExParte Documents and Printing Options

[PRINT](#)

Case Information					
Case Number:	11-2-00258-8				
Case Title:	John Smith vs Mary Doe				
Case Description:	Breach of Contract				
Lawfirm or User Name:	Sally Jones LLC				
Contact Person:	Karen Muffett				
Address:	516 3rd Ave Seattle WA 98104				
Phone:	206-296-9300				
Presentation/Pick up Location:	SEA				
Return Type:	Messenger				
Payment Type:	Credit Card or Internet Check				
Online Payment Reference:	4006020802				
Date Paid:	7/14/2011 3:44:53 PM				
Paid Amount:	\$36.00				
ExParte Services and Document(s) Requested					
Messenger slip.pdf	1 Page(s) Document E-Filed: No				
SmithDismissalOrder.pdf	2 Page(s) Document E-Filed: No				
Printing choices for this document:					
Regular	Exemptified	Certified	Writs	Subpoenas	Citations
0	0	1	0	0	0
SmithDeclarationReDismissal.pdf		2 Page(s) Document E-Filed: No			
SmithDismissalNoticeofService.pdf		2 Page(s) Document E-Filed: No			
Costs Information					
Regular Service Fees:	\$30.00				
Cost For Services Requested:	\$6.00				
Total Costs:	\$36.00				
Grand Total: \$38.49 (plus eCommerce fee: \$2.49)					

Ex Parte Confirmation Page

- This is your confirmation page and final receipt of your Ex Parte submission(s) that includes case information, a list of documents submitted, additional services requested, total amount paid and the online payment reference number.
- Please print a copy of your receipt for your records.
- You may access the confirmation receipt (for only 30 days) via the "My Cases>Ex Parte Status" tab.



How to Electronically Submit to Ex Parte via the Clerk

Document(s) pending or submitted to the Clerk. Select Status column link for additional information.

Case Number	Submitted Date/Time	Created Date/Time	Status	File Name
11-2-00258-6 John Smith vs Mary Doe	07/14/2011 03:44:53 PM	07/14/2011 01:44:16 PM	Submitted	Messenger slip.pdf
11-2-00258-6 John Smith vs Mary Doe	07/14/2011 03:44:53 PM	07/14/2011 01:44:16 PM	Submitted	SmithDismissalOrder.pdf
11-2-00258-6 John Smith vs Mary Doe	07/14/2011 03:44:53 PM	07/14/2011 01:44:16 PM	Submitted	SmithDeclarationReDismissal.pdf
11-2-00258-6 John Smith vs Mary Doe	07/14/2011 03:44:53 PM	07/14/2011 01:44:16 PM	Submitted	SmithDismissalNoticeofService.pdf
11-2-00258-6 John Smith vs Mary Doe		07/14/2011 01:43:06 PM	Not Submitted	

My Cases>Ex Parte Status tab

Status Column:

- “Submitted” (completed & sent to the Clerk): Click to access your “Confirmation Receipt”. Available for 30 days.
- “Not Submitted” (in-progress): Return to where you left off in the Ex Parte via the Clerk submission process. Available for 5 days.