



eFiling into the Will Repository

Customers with an electronic will or codicil may submit the electronic document to the will repository pursuant to RCW 11.12.265. Electronic wills or codicils are authorized by RCW 11.12.400-491.

1. Begin the eFiling process by logging into the eFiling application.

[KC - EFiling
\(kingcounty.gov\)](http://kingcounty.gov)

Welcome to King County Superior Court Efilng



E-FILING NOTICES:

***E-Service is MANDATORY for documents that are filed via this application and require service. You **must register** for e-service on each case. For more information about this requirement, refer to Local General Rule 30 at http://kingcounty.gov/courts/clerk/rules/LGR_30.

***SIGNATURES are the responsibility of the filing party per GR 30. If your document includes digital signatures from DocuSign or other similar vendors, the digital signature will not be authenticated or preserved in the e-filing process. This does not impact the image of the signatures or the document.

Please Complete to sign in

User ID

Password

Sign In

[Create User ID](#)

[Update Profile / Password](#)

[Forgot Password / User ID](#)

2. Select **Start New Case(s)**

E-Filing

- E-File Documents into an Existing Case
 - Use eForm Template
 - Orders for Review
 - Batch Orders for Review
- **Start New Case(s)**
- Ex Parte via the Clerk
- Working Copies
- Proposed Orders (Family Law)

E-Service

- Register for E-Service
- View My E-Service
- Manage My E-Service

3. Select a Case Designation (Kent or Seattle).

Choose Seattle if you live north of I90 or Kent if you live south of I90.

4. Select the Case Category NON-CASE TYPES.

5. Select the Case Sub-Category Sealed Will Repository.

6. Enter the name of the person's will in the top line of the Case Title.*

7. Click Next

*Nothing needs to be entered in the bottom line of the case title.

Start New Case(s) Shopping Cart
Items In Cart: 0
View Cart Progress: 1 2 3 4 5

Enter Case Information

Case Designation: --select--
Case Category: --select--

Cancel Next

Start New Case(s) Shopping Cart
Items In Cart: 0
View Cart Progress: 1 2 3 4 5

Enter Case Information

Case Designation: SEA
Case Category: NON-CASE TYPES
Case Sub-Category: SEALED WILL REPOSITORY
Case Title: John Doe
vs

Cancel Next

8. Upload the electronic will being submitted to the clerk's will repository.*
9. Upload a completed Will Repository Cover Sheet.**
10. If there is a codicil that needs to be filed it can be added as an **Additional Document**
11. Click **Next**

*Electronic wills must comply with the standards for electronic wills in RCW 11.12.

**The will repository coversheet can be found here: [PDF](#) or [Word](#).

Shopping Cart
Items In Cart: 0
[View Cart](#)

Progress: 1 2 3 4 5

Start New Case(s)
Add Minimum Initiating Documents

Case #: **Unassigned** Case Title: **John Doe**

Document Type	File Name	Attachment(s)
LAST WILL AND TESTAMENT SEALED	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Ok"/>	
WILL REPOSITORY COVER SHEET	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Ok"/>	

Document Type	File Name	Size (KB)	Action
Total Upload : 3.16 MB of 50.00 MB			
<input type="button" value="Add Additional Document"/>			

12. Verify the information is accurate and click **Proceed to E-File** or **Add to Cart** and start another filing.

Shopping Cart
Items In Cart: 0
[View Cart](#)

Progress: 1 2 3 4 5

Start New Case(s)
Please review before proceeding

Summary

Case Category: NON-CASE TYPES Case Sub-Category: SEALED WILL REPOSITORY
 Case Number: Case Designation: SEA
 Case Title: John Doe
 User Name: XXXXXXXXXX Total Cost (Includes Filing Fee): \$20.00

Document Type	File Name	Attachment(s)	Cost
LAST WILL AND TESTAMENT SEALED	eWill Test Doc.pdf		
WILL REPOSITORY COVER SHEET	will-repository-coversheet-pdf.pdf		

13. Select Pay and E-File Now. Follow the steps on-screen to enter your electronic payment.

Start New Case(s)

Shopping Cart
Items In Cart: 1
View Cart

Progress: 1 2 3 4 5

Final Review

Checkout

Case Number	Case Title	Filing Cost	Delete
	John Doe	20.00	Remove

Total Filing Cost: 20.00
(not including Transaction Fee)

Payment Voucher

Start Another New Case

Previous **Cancel** **Pay and E-File Now**

14. Once your payment information has been entered and processed you'll be redirected to the eFiling site and asked to register for eservice. Click Cancel.

Register for E-Service View My E-Service Manage My E-Service

Register for E-Service

*Primary Email: Email is required. **Register for E-Service at a later time**

*Verify Email: Email is required.

E-SERVICE TERMS AND CONDITIONS

By checking the "I accept" box, I agree to accept the following terms and conditions:

Authorization/E-Service Definition

1. E-Service is mandatory pursuant to LGR 30 (b)(4)(B), which states "When a party e-files a document, the party must electronically serve (e-serve) the document via the e-service feature within the Clerk's online eFiling application."

Accept **Cancel**

15. You'll then be redirected to the **Confirmation Receipt** page.

The case number will appear in the center of the screen. You may save this page or print it for your records.

Your will repository submission will be reviewed by the clerk. If there is an issue with the submission the clerk will send an email to the submitter.



Thank you. Your document(s) has been received by the Clerk.

King County Superior Court Clerk's Office E Filing Confirmation Receipt

Filed By: David Smith **Submitted Date/Time:** 5/15/2024 9:15:28 AM

User ID: davidteststg **WSBA #:**

24-0-00934-8 SEA John Doe

Received Date: 5/15/2024 9:15:28 AM

Case Category: NON-CASE TYPES

Case Sub-Category: SEALED WILL REPOSITORY

Case Filing Fee: 0.00

Document Type	File Name	Attachment(s)	Document Fee
WILL REPOSITORY COVER SHEET	will-repository-coversheet-pdf.pdf		0.00
INVOICE VOUCHER	eWill Test Doc.pdf		0.00
LAST WILL AND TESTAMENT SEALED	eWill Test Doc.pdf		20.00

Total Cost: \$0.00
(Includes Filing Fee)

[Save Confirmation Receipt](#)

[Printer Friendly Version](#)