



eFiling into the Will Repository – Additional Submission

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. After you have submitted a will to the Will Repository, you may need to submit a codicil in the future. The instructions below will guide you through submitting a codicil into an existing will repository record.

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 **E-File Documents into an Existing Case**

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. Enter the case number for your existing Will Repository record.
4. Click **Next**

Progress: 1 2 3 4 5

E-File Documents into an Existing Case

Enter Case Number

Case Number:
xx-x-xxxxx-x or xxxxxxxxxx

Check this box if your case number is NOT 9 digits

5. Select **Sealed Codicil** from the Document Type and upload your document.
6. Click **OK**
7. Click **Add Additional Documents**, select Will Repository Cover Sheet, and upload your document.
8. Click **Next**

Progress: 1 2 3 4 5

E-File Documents into an Existing Case

Please review before proceeding

Case Information

Case #: 24-0-00934-8 Case Title: John Doe

Document Type

--select one--

Document Type	File Name	Size (KB)	Action
Total Upload : 0.00 MB of 50.00 MB			

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

Progress: 1 2 3 4 5

E-File Documents into an Existing Case

Please review before proceeding

Case Information

Case #: 24-0-00934-8 Case Title: John Doe

Document Type	File Name	Size (KB)	Action
SEALED CODICIL	eCodicil Test Doc.pdf	184	<input type="button" value="Delete"/>

Enter Attachments

No file chosen

Only PDF and TIFF Files. Files cannot exceed 5 MB

Document Type	File Name	Size (KB)	Action
Total Upload : 0.18 MB of 50.00 MB			
<div style="border: 2px solid red; padding: 2px; display: inline-block;"> <input type="button" value="Add Additional Document"/> </div>			

- 9. Review your submission to ensure a **Codicil** and **Will Repository Cover Sheet** have been uploaded.
- 10. Click **E-File Now**

E-File Documents into an Existing Case

Progress: 

Please review before proceeding

Summary

Case Number:	24-0-00934-8	Case Designation:	SEA
Case Title:	John Doe		
User Name:	David Smith		

Document Type	File Name	Attachment(s)	Cost
SEALED CODICIL	eCodicil Test Doc.pdf		0.00
WILL REPOSITORY COVER SHEET	will-repository-coversheet-pdf.pdf		0.00

E-Filing does not automatically submit working copies to the court. If this filing requires working copies, you may submit them electronically by selecting the "Working Copies" button after clicking "E-File Now."

Previous
Save and Exit
E-File Now

- 11. Once your filing has been submitted, you'll be asked to register for eservice. Click **Cancel**.

Register for E-Service

[Register for E-Service](#) | [View My E-Service](#) | [Manage My 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

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

**Your filing will be reviewed by the clerk. If there are not enough identifiers on the will repository cover sheet to match with the will previously filed. You will be contacted by the clerk to obtain an order to accept the filing.*

E-File Documents into an Existing Case



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

[Click here to submit your Working Copies electronically](#)

[Click here to submit documents to Ex Parte via the Clerk](#)

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

Case Number:	24-0-00934-8	Case Designation:	SEA
Case Title:	John Doe		
Filed By:	[REDACTED]	Submitted Date/Time:	5/16/2024 8:01:47 AM
		Received Date/Time:	5/16/2024 9:00:00 AM
User ID:	[REDACTED]	WSBA #:	

Document Type	File Name	Attachment(s)	Cost
SEALED CODICIL	eCodicil Test Doc.pdf		0.00
WILL REPOSITORY COVER SHEET	will-repository-coversheet-pdf.pdf		0.00

[Save Confirmation Receipt](#)

[Printer Friendly Version](#)