



King County


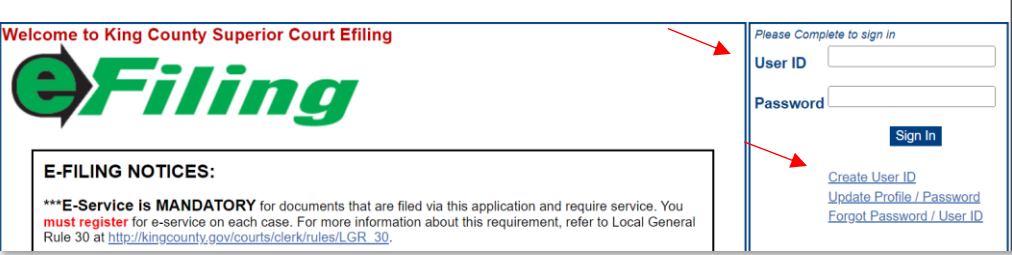
Superior Court Clerk's Office
Dedicated to Serving the Public!

Visit Us Online: <https://kingcounty.gov/en/dept/dja>

E-FILING AN AMENDED PETITION

There are some instances where the King County Superior Court may ask the petitioner of a civil protection order to file an amended petition with the clerk. In these instances, you may file the amended petition **in person** at any of our office locations, or you may electronically file through our **E-Filing system** by following the below instructions.

! After filing an amended petition either in person or electronically, you must connect with the clerk regarding next steps for your case.

<p>1. Go to the following link to be directed to our E-Filing webpage: KC - e-Filing (kingcounty.gov).</p>	
<p>2. Sign-in or Create an Account if you are a new user.</p> <p>After signing in, you will be directed to the main page.</p>	

3. Select **E-File Documents into an Existing Case.**

Welcome Home E-Filing

INSTRUCTIONS

- All documents except proposed orders must be filed before submitting to Ex Parte via the Clerk or Working Copies.
- A Valid KC Superior Court case number is still required
- help
- Available eForms

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

E-Filing

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

E-Service

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

4. Enter your case number and click **Next.**

E-File Documents into an Existing Case

Progress: 1 2 3 4 5

Enter Case Number

Case Number:

Check this box if your case number is NOT 9 digits

Cancel Next

5. In the **Document Type** drop-down box, select **AMENDED PETITION.**

E-File Documents into an Existing Case

Select Document(s) for E-Filing

Case Information

Case #: 22-2-04463-2 Case Title: TEST vs TEST

Document Type

--select one--

Document Type

Total Upload : 0.00 MB of 50.00 MB

Previous

AMENDED PETITION

AMENDED COMPLAINT

AMENDED SUMMONS

ANSWER

ANSWER AND COUNTER CLAIM (\$240.00)

ANSWER AND CROSS CLAIM (\$240.00)

ANSWER AND THIRD PARTY CLAIM (\$240.00)

ARBITRATION AWARD

ARBITRATION SETTLEMENT AND REMOVAL FROM ARBITRATION CALENDAR

BRIEF

CERTIFICATION

CLAIM

CONFESSION OF JUDGMENT

CONFIDENTIAL INFORMATION FORM - SUBSEQUENT (Go to www.kingcounty.gov/courts/scforms/)

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6. In the **Document File** section, upload the amended petition by choosing the document from your documents and click **OK.**

E-File Documents into an Existing Case

Progress: 1 2 3 4 5

Select Document(s) for E-Filing

Case Information

Case #: 22-2-04463-2 Case Title: TEST vs TEST

Document Type

AMENDED PETITION

Document File

Document File Name: No file chosen

Only DOC, DOCX, PDF, or TIFF Files. Files cannot exceed 5 MB

7. *Optional:* Upload any attachments that go with your amended petition in the **Enter Attachments** section.

E-File Documents into an Existing Case Progress: 1 2 3 4 5

Select Document(s) for E-Filing

Case Information

Case #: **22-2-04463-2** Case Title: **TEST vs TEST**

Document Type	File Name	Size (KB)	Action
AMENDED PETITION	CPO-petition-protection-order.pdf	367	Delete

Enter Attachments

Choose File | No file chosen [OK](#)

Only DOC, DOCX, PDF, or TIFF Files. Files cannot exceed 5 MB

8. After you have completed uploading all documents, click **Next**.

E-File Documents into an Existing Case Progress: 1 2 3 4 5

Select Document(s) for E-Filing

Case Information

Case #: **22-2-04463-2** Case Title: **TEST vs TEST**

Document Type	File Name	Size (KB)	Action
AMENDED PETITION	CPO-petition-protection-order.pdf	367	Delete

Enter Attachments

Choose File | No file chosen [OK](#)

Only DOC, DOCX, PDF, or TIFF Files. Files cannot exceed 5 MB

Document Type	File Name	Size (KB)	Action
Total Upload : 0.36 MB of 50.00 MB			
Add Additional Document			

[Previous](#)
[Save and Exit](#)
[Next](#)

9. In the Summary screen, review all documents before proceeding to ensure the correct documents have been uploaded.

E-File Documents into an Existing Case Progress: 1 2 3 4 5

Please review before proceeding

Summary

Case Number: 22-2-04463-2

Case Designation: SEA

Case Title: TEST vs TEST

User Name:

Document Type	File Name	Attachment(s)
AMENDED PETITION	CPO-petition-protection-order.pdf	

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](#)

10. If all documents are attached correctly click **E-file Now**.

E-File Documents into an Existing Case

Please review before proceeding

Progress: 1 2 3 4 5

Summary

Case Number: 22-2-04463-2 Case Designation: SEA

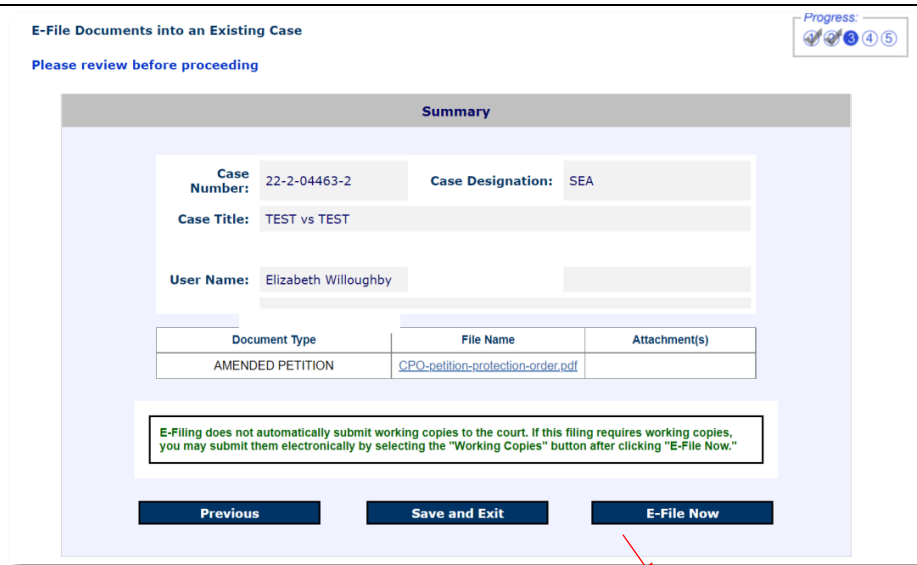
Case Title: TEST vs TEST

User Name: Elizabeth Willoughby

Document Type	File Name	Attachment(s)
AMENDED PETITION	CPO-petition-protection-order.pdf	

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. You will be directed to a screen to Register for E-Service.

Choose **Register for E-Service at a later time** or choose **Accept** and continue to E-File your document(s).

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

Register for E-Service

Primary Email: [redacted]@kingcoun Register for E-Service at a later time

Verify Email: [redacted]@kingcoun

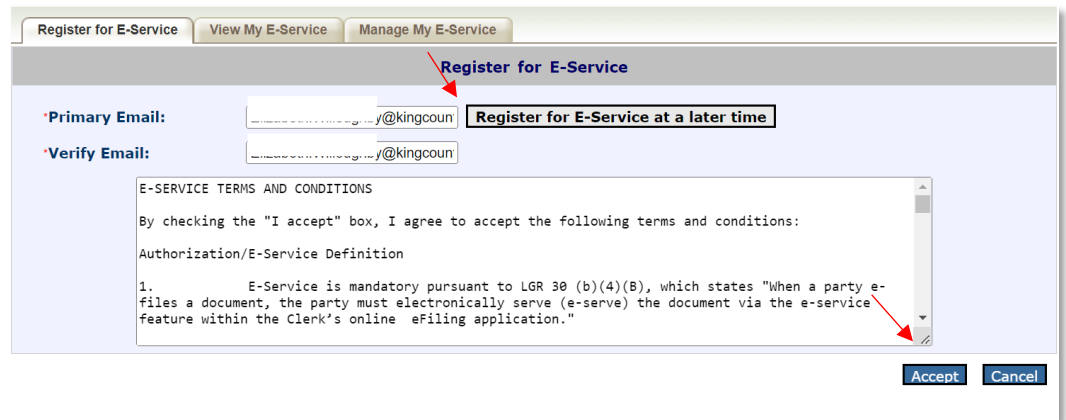
E-SERVICE TERMS AND CONDITIONS

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 e-filing application."

Accept Cancel



12. A confirmation message will appear showing your document(s) were received by the Clerk.

No further action on the E-Filing website is necessary. Please contact the clerk to receive next steps after uploading your amended petition.



If you need assistance with E-Filing or are experiencing technical difficulties please contact eServices at: (206) 477-300 or eServices@kingcounty.gov.

To speak with a protection order clerk after submitting your amended petition, please visit our office in person or call at: (206) 477-0845 (Seattle) or (206) 477-3041 (Kent)

The Clerk's Office is open Monday through Friday from 9:00 a.m. to 4:30 p.m. Closed during holidays.