

# Washington State Appellate Courts' Portal

## Electronic Filing Instructions

Washington State trial court staff, and those who have registered to use the Washington State Appellate Courts' Portal, may electronically file documents with either the Washington State Supreme Court or any Division of the Washington State Court of Appeals.

### Accessing the Washington State Appellate Courts' Portal

- Court staff will need to log on the Portal using their assigned Court (JIS/RACF) ID.
- Registered users will need to log on the Portal using their chosen User ID.
- JIS-Link users will NOT be able to use their JIS-Link ID to file documents via the Portal. JIS-Link users will need to register.
- Register to use the Washington State Appellate Courts' Portal by visiting <https://ac.courts.wa.gov/> and choosing one of the three available options.

### Logging on the Portal

To begin, please do the following:

1. Go to <https://ac.courts.wa.gov/>
2. Enter the appropriate ID (see above)
3. Enter a password
4. Click Login

**Login to the Appellate Courts' Portal**

**Court/User ID:\***

**Password:**

[Need Help?](#)

**\*Court Staff - Log on with your JIS Court ID.**

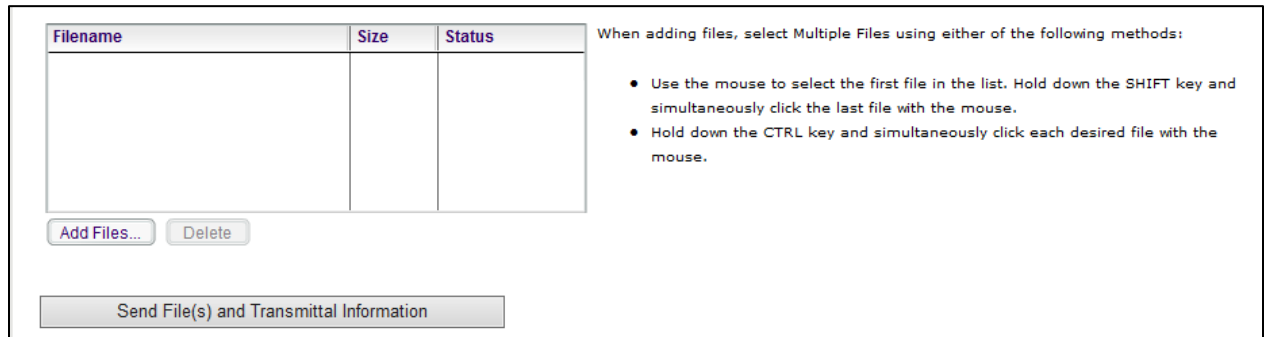
Registered Portal users are allowed three failed logon attempts. After the 3<sup>rd</sup> attempt, the account will be locked for 15 minutes. Continued failed attempts will result in access being revoked. If an account is locked or revoked, an email will be sent with instructions for reactivating the account. Registered Portal users should use the [Need Help?](#) link to deal with locked/revoked accounts and to reset passwords that expire every 90 days.

Court staff experiencing problems logging on need to contact their Site Coordinators.

## Recommend Browsers

For the most part the Electronic Filing (eFiling) Portal works well with all major browsers (Internet Explorer, Chrome, and Firefox). However, the eFiling Portal uses a Flash form to allow for a multiple file upload. That is, with the Flash upload form, more than one file can be selected for uploading at one time. But because the form is Flash based, filers may run in to problems with it.

### Flash Upload form



The screenshot shows a Flash-based upload form. It features a table with three columns: 'Filename', 'Size', and 'Status'. Below the table are two buttons: 'Add Files...' and 'Delete'. At the bottom of the form is a large button labeled 'Send File(s) and Transmittal Information'. To the right of the table, there is instructional text: 'When adding files, select Multiple Files using either of the following methods:' followed by two bullet points: '• Use the mouse to select the first file in the list. Hold down the SHIFT key and simultaneously click the last file with the mouse.' and '• Hold down the CTRL key and simultaneously click each desired file with the mouse.'

**Chrome:** - As long as the Flash module is installed and not blocked, Chrome should not have any problems with the upload form.

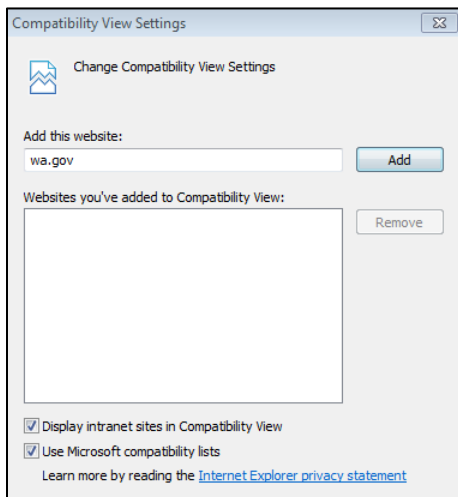
**Internet Explorer/Edge** – Newer versions of Internet Explorer and Edge may have compatibility issues with the Flash form. Generally if there is a compatibility issue, the Flash upload form will display, but when the Send File(s) button is clicked, nothing happens. To correct the problem, do the following:

- From the Portal home page: <https://ac.courts.wa.gov/index.cfm?fa=efiling.home>, click on Tools
- Then click on Compatibility View Settings
- Click the two check boxes on the page so they are both checked
- Click Close

Following these steps should allow the Send File(s) button to work.

If changing the compatibility mode does not resolve the problem, or if the Flash form never displays, try using Chrome.

### Compatibility View Settings



The screenshot shows the 'Compatibility View Settings' dialog box. It has a title bar 'Compatibility View Settings' and a close button. The main area is titled 'Change Compatibility View Settings'. There is a section 'Add this website:' with a text input field containing 'wa.gov' and an 'Add' button. Below that is a section 'Websites you've added to Compatibility View:' with an empty list box and a 'Remove' button. At the bottom, there are two checked checkboxes: 'Display intranet sites in Compatibility View' and 'Use Microsoft compatibility lists'. A link at the bottom reads 'Learn more by reading the [Internet Explorer privacy statement](#)'.

## Flash Form Alternative

If the Flash form will not display or will not send the files, an alternate approach for uploading the files has been provided. See the file upload section for more information on using the alternative approach.

## Electronically Filing Documents with the Washington State Appellate Courts

The Electronic Filing (eFiling) Portal is completely customized to serve the needs of the person filing documents with the Appellate Courts. Beginning with varied options on the first (home) page and carried on through to the second (filing form) page, the options presented on each page should be generally applicable to the filer.

Because this guide cannot possibly cover all the potential options, general examples should be enough to provide guidance for those using the application.

### Electronic Filing Home Page

Once logged on, the Electronic Filing home page will be presented. The home page for eFiling is customized to meet the needs of the person who is filing documents.

For some filers the option to select a court to file with will be the first choice on the page, for others filing with the Supreme Court is the only action available.

For some filers the option to start a new case with the court can be selected, but for others their only choice is to file documents with an existing case.

Because of the different possibilities, the home page is dynamic in that different choices are presented based on options chosen. For instance when it is possible to select a court, the types of new cases associated with the court may be different, and when starting a new case, the requirement for entering a case number may vary.

The examples provided below should cover most of the options available on the home page.

### Electronic Filing Home Page Examples

#### **Example 1 – Office Filers can choose to file on behalf of an attorney associated with the office**

For filers associated with an established office, the ability to file on behalf of an attorney in the office is the first option on the page. If the person filing is an attorney, “yourself” is presented as an option. If the person filing is not an attorney, the drop down list will show all attorneys associated with the office and the filer will pick the appropriate attorney.

**Office: Renton Brothers**

As an employee of the office, you may file on behalf of any of the following:

\* **Filing on Behalf of:**

**Select a Court**

\* **Select a Court to File with:**

**What do you want to do?**

**Start a New Case?**

- Personal Restraint Petition (PRP)
- Post Sentencing Review

**File an Affidavit/Proof of Service for Notice of Appeal (NOA) or Notice of Discretionary Review (NDR), RAP 5.4(b).**

- Affidavit of Service

**File a Motion for Discretionary Review for a Case that has not yet been Assigned a Number.**

- Motion for Discretionary Review

**File Documents with an Existing Case?**

**Appellate Court Case Number:**  (Required if not a New Action)

Start eFiling

Reset Form

**Example 2 – Court Reporters and Transcriptionists only file with an existing case.**

When Court Reporters and Transcriptionist need to file, they will have the option to select a court from a drop down list, and will then be required to enter the case number of an existing case.

## Electronic Filing

Welcome to the Secure eFiling Portal for the Washington State Appellate Courts.

**Use this form to file documents for an existing case.**

Please begin by selecting the court with which you need to file, and then enter a valid Appellate Court case number.

\* **Select a Court to File with:**

\* **Appellate Court Case Number:**

Start eFiling

**Example 3 – Filer can choose a court, can file with an existing case, or can file documents that will start a new case.**

Superior Court Staff, attorneys, and pro se litigants/participants can file with any court, may start new cases, or may file with an existing case. The options for starting a new case vary based on the role of the filer and the selected court.

### Select a Court

\* Select a Court to File with:

### What do you want to do?

#### Start a New Case?

Select a court in order to see your filing options

#### File Documents with an Existing Case?

Appellate Court Case Number:  (Required if not a New Action)

**Example 4 – Attorneys and pro se litigants can file limited document types if a trial court has started a case, but the Court of Appeals has not yet generated a case number.**

Occasionally there may be a need to file an Affidavit of Service or a Motion for Discretionary Review with the Court of Appeals, but the Court has not yet been able to establish a new case. In those instances, the document may be filed with the court as long as the trial court number is provided.

### What do you want to do?

#### Start a New Case?

Personal Restraint Petition (PRP)  
 Post Sentencing Review

#### File an Affidavit/Proof of Service for Notice of Appeal (NOA) or Notice of Discretionary Review (NDR), RAP 5.4(b).

Affidavit of Service

**A Superior Court Case Number and County are Required**

Superior Court Case Number:  Superior Court County:

#### File a Motion for Discretionary Review for a Case that has not yet been Assigned a Number.

Motion for Discretionary Review

#### File Documents with an Existing Case?

Appellate Court Case Number:  (Required if not a New Action)

**Example 5 – Filer can only file with the Supreme Court, but can choose to file a new case or file documents for an existing case.**

Staff in the Courts of Limited Jurisdictions, WSBA Employees, CJC staff, and Federal Court Employees can only file with the Supreme Court.

## Electronic Filing

Welcome to the Secure eFiling Portal for the Washington State Appellate Courts.

**Use this form to start a new Appellate Court case, or to file documents for an existing case.**

**What do you want to do?**

**Start a New Case?**

**File Documents with an Existing Supreme Court Case?**

**Supreme Court Case Number:**  **(Required if not a New Action)**

### **Electronic Filing Home Page Examples - Starting a New Case**

Filing options are further customized when starting a new case. When filers have the option to select a court, the new case options presented are based on the court selected. Additionally, when new cases are to be started, entry of a case number may or may not be required depending on the court and the case type.

If a case number field is presented and is highlighted by a red border, then the case number is required before the electronic filing can begin.

If a case number field is presented, but is NOT highlighted by a red border, then the case number is optional. However, even when optional, if a case number is available it should be entered.

**Example 1 – Possible New Case Options**

<b>Select a Court</b>	
* <b>Select a Court to File with:</b>	<input type="text" value="Court of Appeals Division III"/> ▼
<b>What do you want to do?</b>	
<b>Start a New Case?</b>	
<input type="radio"/> Notice of Appeal	
<input type="radio"/> Notice for Discretionary Review	
<input type="radio"/> Personal Restraint Petition (PRP) Transfer Order (CrR 7.8)	
<b>File Documents with an Existing Case?</b>	
<b>Appellate Court Case Number:</b>	<input type="text"/> <b>(Required if not a New Action)</b>

**Example 2 – Possible New Case Options**

<b>Select a Court</b>	
* <b>Select a Court to File with:</b>	<input type="text" value="Court of Appeals Division I"/> ▼
<b>What do you want to do?</b>	
<b>Start a New Case?</b>	
<input type="radio"/> Personal Restraint Petition (PRP)	
<input type="radio"/> Post Sentencing Review	
<b>File an Affidavit/Proof of Service for Notice of Appeal (NOA) or Notice of Discretionary R</b>	
<input type="radio"/> Affidavit of Service	
<b>File Documents with an Existing Case?</b>	
<b>Appellate Court Case Number:</b>	<input type="text"/> <b>(Required if not a New Action)</b>

**Example 3 – Possible Options when Filing with the Supreme Court**

<b>Select a Court</b>	
* <b>Select a Court to File with:</b>	Supreme Court <input type="button" value="v"/>
<b>What do you want to do?</b>	
<b>Start a New Case?</b>	
<input type="radio"/> Motion for Discretionary Review of Court of Appeals	
<input type="radio"/> Motion for Discretionary Review of Superior Court (RAP 15.2(h))	
<input type="radio"/> Motion to Transfer from Court of Appeals	
<input type="radio"/> Original Action Against State Officer	
<input type="radio"/> Petition for Review	
<input type="radio"/> Personal Restraint Petition	
<input type="radio"/> Death Penalty Personal Restraint Petition	
<b>File Documents with an Existing Case?</b>	
<b>Appellate Court Case Number:</b>	<input type="text"/> <b>(Required if not a New Action)</b>



**Example 4 – Possible New Case Options with Case Number Required**

**Select a Court**

\* Select a Court to File with:  ▼

**What do you want to do?**

**Start a New Case?**

Notice of Appeal

**A Superior Court Case Number and County are Required**

Superior Court Case Number:  Superior Court County:  ▼

Notice for Discretionary Review

Personal Restraint Petition (PRP) Transfer Order (CrR 7.8)

**File Documents with an Existing Case?**

Appellate Court Case Number:  (Required if not a New Action)

**Example 5 – Possible New Case Options with Optional Case Number**

**Select a Court**

\* Select a Court to File with:  ▼

**What do you want to do?**

**Start a New Case?**

Personal Restraint Petition (PRP)

Superior Court Case Number:  Superior Court County:  ▼

Post Sentencing Review

**File an Affidavit/Proof of Service for Notice of Appeal (NOA) or Notice of Discretionary Review (NDR), RAP 5.4(b).**

Affidavit of Service

**File Documents with an Existing Case?**

Appellate Court Case Number:  (Required if not a New Action)

## Electronic Filing Home Page Examples - Filing with an Existing Case

All filing forms present the ability to file with an existing Appellate Court case. When this option is chosen, the Appellate Court case number is a required field.

**Select a Court**

\* **Select a Court to File with:**

**What do you want to do?**

**Start a New Case?**

Personal Restraint Petition (PRP)

Post Sentencing Review

**File an Affidavit/Proof of Service for Notice of Appeal (NOA) or Notice of Discretionary Review (NDR), RAP 5.4(b).**

Affidavit of Service

**File Documents with an Existing Case?**

**Appellate Court Case Number:**  (Required if not a New Action)

## Electronic Filing Home Page Examples - Filing before an Appellate Court Case Number is Created

Under certain circumstances, an Affidavit of Service or a Motion for Discretionary Review may be filed with the Court of Appeals, as long as the trial court number is provided.

**What do you want to do?**

**Start a New Case?**

Personal Restraint Petition (PRP)

Post Sentencing Review

**File an Affidavit/Proof of Service for Notice of Appeal (NOA) or Notice of Discretionary Review (NDR), RAP 5.4(b).**

Affidavit of Service

**File a Motion for Discretionary Review for a Case that has not yet been Assigned a Number.**

Motion for Discretionary Review

**A Superior Court Case Number and County are Required**

**Superior Court Case Number:**  **Superior Court County:**

## Electronic Filing – Filing Form

Like the eFiling home page, the presentation of the filing form is very customized. Options on the filing form are not only geared toward the person filing, but are also based on input from the home page. These differences include display of contact information, case information, document types that can be filed, and how the documents being filed must be formatted.

### Electronic Filing – Filing Form – Contact Information

When filers associated with an office are filing on behalf of an attorney in the office, information about the person filing and about the attorney will be displayed on the filing form. The information will include the attorney's email address and alternate email address if one exists. Both the name of the person filing and that of the attorney will be sent to the court, and email generated when the filing is complete will go to all email addresses listed on the page.

For attorneys not associated with an office, the contact information will reflect the official mailing and email addresses provide by the WSBA.

For court staff, contact information will include name and court information, and for all others the name and contact information associated with the entered User ID will be made available to the Appellate Court.

#### Example 1 – Person Filing is Filing on Behalf of an Attorney

Sender Contact Information	
<b>Name:</b>	Anne Neal
<b>Filing on Behalf of:</b>	George Smith george.smith@google.com (Alternate Email: ga@c.wa.gov)
<b>Organization:</b>	Watson Associates II
<b>Address:</b>	2525 West Lane SEATTLE, WA, 98104
<b>Phone Number(s):</b>	206-555-1212
<b>Email Address:</b>	anne.neal@google.com

## Example 2 – Attorney filing as an Individual

Sender Contact Information	
<b>Name:</b>	Joe Johnson
<b>Organization:</b>	Johnson Brothers
<b>Address:</b>	1518 Johnson Place Suite 24 SEATTLE, WA, 98126
<b>Phone Number(s):</b>	206-574-1212
<b>Email Address:</b>	st3@c.wa.gov

## Example 3 – Registrant Filing

Sender Contact Information	
<b>Name:</b>	Karen Pierce
<b>Organization:</b>	Johnson Brothers
<b>Address:</b>	2356 Jones Road Olympia, WA, 98501
<b>Phone Number(s):</b>	(360) 705-5252 EXT 25
<b>Email Address:</b>	kp@c.wa.gov

## **Electronic Filing – Filing Form - Case Number Entered**

When a case number is required on the home page, the initial processing for the filing form will validate the case number. If a required case number was not entered or is not valid, the filer will be returned to the home page in order to correct the error.

If the case number is found to be valid, information about the case number will be displayed on the filing form and the filer will need to check a box indicating the information shown is actually for the intended case. Besides the court and case number, the title for the case will be displayed.

The title and a validation box are brightly highlighted in blue to remind the filer to indicate whether or not the entered case number is actually the case number that should be used. Checking the “YES” box next to the “Correct Case?” prompt is required in order to file documents for the case. If the case is not correct, simply follow the “No, Return and Correct” link to enter the correct case number.

Note that if a Superior Court case number is entered, additional data entry fields are made available on the page. While the extra information is not required (except for bar number if Pro Tem is selected), providing the information will assist the court in processing the uploaded files.

### Example1 – An Appellate Court Case Number is Entered

**Fields marked with an asterisk (\*) are required.**

**Sender Contact Information**

**Court:** AOC  
**Name:** Virginia Neal  
**Email Address:** virginia.neal@courts.wa.gov

**Appellate Court Case Information**

**Court:** Supreme Court  
**Case Number:** 84045-8

**Case Title:** State of Washington, Respondent v. Sione P. Lui, Petitioner.  
**\* Correct Case?** Yes  **No, Return and Correct**

**Choose the Document(s) being Filed:**

Affidavit/Declaration:    
 Answer to Statement of Grounds for Direct Review

### Example2 – A Superior Court Case Number is Entered

**Fields marked with an asterisk (\*) are required.**

**Sender Contact Information**

**Court:** AOC  
**Name:** Virginia Neal  
**Email Address:** virginia.neal@courts.wa.gov

**Superior Court Case Information**

**Court:** King County Sup Court  
**Case Number:** 07-1-04039-7

**Case Title:** State of Washington Vs Lui, Sione Pisumu  
**\* Correct Case?** Yes  **No, Return and Correct**

**Judgment Date:**

**Signed by:**

**Pro Tem?**  Judge  Commissioner  
 No  Yes

**Choose the Document(s) being Filed:**

Notice of Appeal - Packet of Forms:

## Electronic Filing – Filing Form – Documents Being Filed

The filing form will display a list of document filing types based on the person filing and the input provided on the home page. When filing documents for a case, multiple files may be uploaded at a time for that case and the list of document types should be used to describe what is being sent to the Appellate Courts.

**In general, when filing documents for an existing Appellate Court case, there must be one PDF file for each document type selected.** The two exceptions to this rule are an affidavit/certificate of service may be attached to other documents being filed, and the Designation of Clerk's Papers and Statement of Arrangements may be filed as a single document.

When filing documents that will be used to start a new case, it is acceptable to combine various documents in to one PDF file.

If a document type is selected that has an accompanying drop down box, a value must be selected in the drop down box.

If the needed document type is not displayed on the page, and OTHER is chosen, then the accompanying text area must describe the document being uploaded.

All documents being uploaded must be in PDF format.

### Example 1 – Filing with an existing case

**Note:** In this example, at least three documents must be uploaded, one for the Motion, one for the letter, and one that may include both the Designation of Clerks Papers and the Statement of Arrangements. The Affidavit/Declaration of Service may be attached as needed. **While three is the minimum number of files to be uploaded for this case, it should also be noted that each document type may reside in its own file, so a total of five PDF files may be uploaded.**

**Choose the Document(s) being Filed:**

Affidavit/Declaration:

Designation of Clerks Papers  Supplemental/Amended Designation of Clerks Papers  
(Note: Designation of Clerk's Papers and Statement of Arrangements may be filed as a single document.)

Statement of Arrangements  Supplemental/Amended Statement of Arrangements

Motion 1:

Motion 2:

Motion 3:

Answer/Reply to Motion:

Briefs:    Supplemental/Amended Briefs

Letter

Other Filings:

Financial:

Petition for REVIEW (The PRV Filing Fee should be paid directly to the Supreme Court Clerk's Office.)

Personal Restraint Petition:

Other:

### Example 2 – Filing with an existing case

Note: In this example at least two documents must be uploaded, one for the Affidavit/Declaration of Compliance and one for the Partial Report of Proceedings, the Certificate of Service may be attached to either document.

**Choose the Document(s) being Filed:**

Affidavit/Declaration:

Certificate of Service

Motion to Extend Time to File

Report of Proceedings:

No. of Volumes:  - Hearing Date(s):

Other:

### Example 3 – Filing with an existing case

Note: In this example four documents must be uploaded, one PDF file for each volume being uploaded. There are 2 volumes for Clerks' Papers (which would require 2 PDF files) and 2 volumes for Administrative Records (which would require 2 PDF files).

**Choose the Document(s) being Filed:**

Affidavit of Service

Amended Order of Indigency -  Amended  Supplemental

Amended Notice of Appeal

Amended Notice of Discretionary Review

Notice of Cross Review

Exhibit -  Confidential  Sealed

Clerks Papers -  Confidential  Sealed

Number of Volumes:  (Each Volume needs to be in its own PDF file.)

\* Volume Number:  Pages:  to:  Supplemental:

\* Volume Number:  Pages:  to:  Supplemental:

Clerk's Papers Index -  Supplemental  Amended

Administrative Record -

Number of Volumes:  (Each Volume needs to be in its own PDF file.)

\* Volume Number:  Pages:  to:

\* Volume Number:  Pages:  to:

Other:

## Example 4 – Starting a New Case

*Note: In this example, all documents may be combined in one PDF file, each document may be in its own PDF file, or some but not all documents can be combined in a PDF file. The upload could consist of 1 to 5 PDF files. When starting a new case there is some flexibility in the number of files that are required.*

**Choose the Document(s) being Filed:**

Notice of Appeal - Packet of Forms:

Orders being Appealed  
Signing Judge:

Motion and/or Order of Indigency

Filing Fee Paid  
Invoice/Receipt:  Date:

Affidavit of Service

Notice of Cross Review

Other - Signing Judge:

Other:

## Electronic Filing – Filing Form – Serving Additional Parties

### Serving Active Participants

When filing documents for an existing Appellate Court case, a list of active participants will be displayed on the page.

For Superior Court filers, if the case participant has an email address on file with the court, then a check box will be available next to their name and the filer will have the option of having the uploaded file(s) served to that person. The filer may elect to serve all active parties with an email address by simply selecting the Check/Uncheck All box.

For other than Superior Court filers, an email will automatically be sent to all active participants on a case. The list of active participants, along with their email addresses, will be displayed on the form.

For all filers, if information associated with an active participant is sealed, then just the name of the participant will be displayed and the email address will be withheld. It should be noted that even though the email address is hidden, an email will still be sent to that participant.

If the participant does not have an email address on file, the person's name will be listed on the form, but a copy of the uploaded file(s) cannot be sent by the application.



## Serving Other Parties

In addition to serving the active participants, eight email address slots have been provided on the form. The filer may enter any valid email addresses on the form. Once the filing is complete, uploaded documents will be emailed to all manually entered addresses.

### Example1 – Superior Court Staff – No Email on File

In the example below for a Superior Court filer, an email will be sent to all checked participants and to the three manually entered parties. Also note that in this example there is one active participant that does not have an email address on file with the court.

Notify Additional Parties	
<b>A copy of uploaded files and the generated transmittal letter can be emailed to other parties.</b>	
› You may opt to send the email to some or all of the active parties on the case by checking any names listed below.	
› Additionally you may opt to send the email to other parties by entering their email addresses.	
<b>Active Parties on the Case:</b>	
<input type="checkbox"/> Check/Uncheck All (Selected parties will receive a copy of Uploaded File(s) along with a Transmittal Letter)	
<input type="checkbox"/> Steven Curtis Sherman (shermanlaw@hotmail.com)	<input type="checkbox"/> Thomas Edward Doyle (ted9@me.com)
Active case participants with no email address on file: Patricia Anne Pethick	
<b>Uploaded Files and Transmittal Letter Should be Sent to:</b>	
Email Address 1: <input type="text"/>	Email Address 5: <input type="text"/>
Email Address 2: <input type="text"/>	Email Address 6: <input type="text"/>
Email Address 3: <input type="text"/>	Email Address 7: <input type="text"/>
Email Address 4: <input type="text"/>	Email Address 8: <input type="text"/>

### Example 2 – Other than Superior Court Staff – No Email on File

In the example below all filers other than Superior Court staff will be presented with a list of active parties. In this example one of the active participants does not have an email address.

Notify Additional Parties	
<b>A copy of uploaded files and the generated transmittal letter will be emailed to all active parties on the case:</b>	
Steven Curtis Sherman	shermanlaw@hotmail.com
Thomas Edward Doyle	ted9@me.com
Patricia Anne Pethick	<b>Email will not be Sent - No Email Address on File</b>
<b>Uploaded Files and Transmittal Letter Should be Sent to:</b>	
Email Address 1: <input type="text"/>	Email Address 5: <input type="text"/>
Email Address 2: <input type="text"/>	Email Address 6: <input type="text"/>
Email Address 3: <input type="text"/>	Email Address 7: <input type="text"/>
Email Address 4: <input type="text"/>	Email Address 8: <input type="text"/>

### Example3 – Superior Court Staff – Sealed Participant

In the example below for a Superior Court filer, the names of all active parties will be displayed, but the email address will be hidden. If the check box for a hidden email is selected, the participant will be served with all uploaded files.

Active Parties on the Case:	
<input type="checkbox"/> Check/Uncheck All <i>(Selected parties will receive a copy of Uploaded File(s) along with a Transmittal Letter)</i>	
<input type="checkbox"/> Karen S Small (Karens7@atg.wa.gov)	<input type="checkbox"/> Eric Broman (Undisclosed Email Address)
<input type="checkbox"/> Jodi R. Backlund (Undisclosed Email Address)	

Uploaded Files and Transmittal Letter Should be Sent to:	
Email Address 1: <input type="text"/>	Email Address 5: <input type="text"/>
Email Address 2: <input type="text"/>	Email Address 6: <input type="text"/>
Email Address 3: <input type="text"/>	Email Address 7: <input type="text"/>
Email Address 4: <input type="text"/>	Email Address 8: <input type="text"/>

### Example4 – Other than Superior Court Staff – Sealed Participant

In the example below for other than Superior Court filers, the names of all active parties will be displayed, but the email address will be hidden. It should be noted that even though the email address is hidden, the participant will be served with the uploaded file(s).

Notify Additional Parties	
<b>A copy of uploaded files and the generated transmittal letter will be emailed to all active parties on the case:</b>	
Karen S Small	Karens7@atg.wa.gov
Eric Broman	Email will be sent to an Undisclosed Email Address
Jodi R. Backlund	Email will be sent to an Undisclosed Email Address

Uploaded Files and Transmittal Letter Should be Sent to:	
Email Address 1: <input type="text"/>	Email Address 5: <input type="text"/>
Email Address 2: <input type="text"/>	Email Address 6: <input type="text"/>
Email Address 3: <input type="text"/>	Email Address 7: <input type="text"/>
Email Address 4: <input type="text"/>	Email Address 8: <input type="text"/>

## Electronic Filing – Filing Form – Uploading Files

When uploading files to the Appellate Courts, please keep the following criteria in mind:

- Multiple files may be uploaded for each case/new case.
- The number of files being uploaded must be indicated on the form.
- Files must be in PDF format.
- File names should not contain any special characters such as an & (ampersand), ' , "" (single or block quotes), # (pound sign), colon, semicolon, asterisk, parenthesis. etc.
- Best practice is to keep the file names short and simple.
- Files cannot be any larger than 60 MB each.
- The maximum total size for all uploaded files cannot exceed 600 MB. For example, uploading ten 60 MB files would hit the maximum allowed total.

To upload files, click the Add Files button. Once clicked, a window will pop up that will allow the filer's computer to be navigated in order to find the files to be sent to the court.

When adding files, choose more than one file by using either of the following methods:

- Use the mouse to select the first file in the list. Hold down the SHIFT key and simultaneously click the last file with the mouse.
- Hold down the CTRL key and simultaneously click each desired file with the mouse.

Once the files are selected, click the Open button, and the files will populate the upload form.

With the files displayed on the upload form, all needed document types selected, and if applicable the case number verified, click the Send File(s) and Transmittal Information button.

### **Dealing with the Portal Firewall**

All uploaded files must pass through a firewall. The firewall can be extremely picky and will reject any files it perceives as a possible threat. Threats can be gleaned from the file name (keeping the name simple may help to prevent this), but more frequently perceived threats are due to the makeup of the PDF file. The firewall looks at the internal coding of the PDF files and at times that coding may look suspicious and if so the firewall will reject the file. This issue can often be resolved by recreating the PDF file in a slightly different manner than it was initially generated. Something simple like adding a few extra spaces somewhere in a document, or including a blank page may be enough to alter the internal PDF code and allow it to pass through the firewall.

### **Other Security Constraints**

All uploaded files are automatically considered a threat and must pass security scans. Uploaded files will not be made available to the Appellate Courts or to parties being served until they are deemed safe. Because of this, **there may be up to a 10 minute delay between the time the upload process has completed and the time notification emails are sent to the court and parties being served, and confirmation emails are sent to the filer and any email addresses associated with the filer** (alternate email or office staff).

**If any uploaded files are rejected by the security scan, neither the court nor the case participants will be notified of the attempted filing, and the filer will receive an email stating the electronic filing failed.**

## Filing Form – Upload Section

### Upload File(s)

Use this section of the form to choose files to be uploaded to the court. The standard approach for selecting files is via a Flash form that allows multiple files to be selected at once. If your browser does not support the Flash form, you do not see an upload input box below, or the Send Files Button fails to submit the form, then an [Alternative Upload is available](#).

\* **Number of Files being Uploaded:**

(Note: the number of files being uploaded must be equal to, or less than, the number of boxes checked above.)

**Please note:**

- > **Maximum file size for each file is 60 MB.**
- > **Maximum total size (for all files combined) is 600 MB.**
- > **File name should not include special characters like & (ampersand), ' , "" (single or block quotes), ## (pound sign), colon, semicolon, asterisk, parenthesis. etc.**
- > **There can only be one file for each document type. For instance, only one Certificate of Service can be filed at a time.**

Filename	Size	Status
file1.pdf	7 KB	Ready
file2.pdf	7 KB	Ready
file3.pdf	7 KB	Ready

When adding files, select Multiple Files using either of the following methods:

- Use the mouse to select the first file in the list. Hold down the SHIFT key and simultaneously click the last file with the mouse.
- Hold down the CTRL key and simultaneously click each desired file with the mouse.

## Flash Form Alternative

If the Flash form will not display or will not send the files, an alternate approach for uploading the files has been provided. To choose the alternative, click the link under the Upload File(s) heading called Alternative Upload.

### Upload File(s)

Use this section of the form to choose files to be uploaded to the court. The standard approach for selecting files is via a Flash form that allows multiple files to be selected at once. If your browser does not support the Flash form, you do not see an upload input box below, or the Send Files Button fails to submit the form, then an [Alternative Upload is available](#).

After the Alternative Upload link is selected, the Flash form will go away and it will be replaced by the following:

\* **Number of Files being Uploaded:**  **Enter the Number of Files then Click here to Select them**

(Note: With the exception of an Affidavit/Certificate of Service, or unless specifically allowed, a file may only contain one document type.)

To begin using the Alternative, enter the number of files that will be uploaded in the box labeled “Number of Files being Uploaded”, then click on the link called “Enter the Number of Files ...”

After a number has been entered and the link has been clicked, individual file selections options will be presented, based on the entered amount. For instance if 3 was entered in the box, then 3 file selection options will be displayed.

**\* Number of Files being Uploaded:**  [Enter the Number of Files then Click here to Select them](#)  
*(Note: With the exception of an Affidavit/Certificate of Service, or unless specifically allowed, a file may only contain one document type.)*

Select File 1:

Select File 2:

Select File 3:

For each file to be uploaded, click on the Browse button then navigate your computer to locate the files.

Select File 1:

Select File 2:

Select File 3:

Once all files have been selected, click the Send File(s) and Transmittal Button to continue the process.

## Electronic Filing – Filing Form – Mapping Multiple Files

When more than one file is uploaded, the court needs to know which file contains which document type. In order to provide the court the needed information the filer must “map” each file name on the left to one of the document types in the select box on the right. In the example below, file1.pdf is “mapped” to Motion1 which contains that motion, file2.pdf is “mapped” to Motion 2 which contains that motion, and file3.pdf is “mapped” to Letter which contains a letter.

**For each file listed below, please select the type of document the file contains:**

1. file1.pdf	<div style="border: 1px solid black; padding: 2px;"><span style="background-color: #0070C0; color: white; padding: 2px;">Motion 1 - Accelerated Review</span> Motion 2 - Counsel - Appointment Letter</div>
2. file2.pdf	<div style="border: 1px solid black; padding: 2px;"><span style="background-color: #0070C0; color: white; padding: 2px;">Motion 1 - Accelerated Review</span> <span style="background-color: #0070C0; color: white; padding: 2px;">Motion 2 - Counsel - Appointment</span> Letter</div>
3. file3.pdf	<div style="border: 1px solid black; padding: 2px;"><span style="background-color: #0070C0; color: white; padding: 2px;">Motion 1 - Accelerated Review</span> Motion 2 - Counsel - Appointment <span style="background-color: #0070C0; color: white; padding: 2px;">Letter</span></div>

## eFiling Final Processing

When files are successfully uploaded to the court, a confirmation page will be displayed. The confirmation page contains an approximation of what the generated transmittal letter will look like.

The actual transmittal letter will be sent along with the uploaded files to the court once all the files have passed the security scan.

### Example Confirmation Page

<b>JOHNSON BROTHERS</b>	
<b>April 08, 2016 - 12:57 PM</b>	
<b>Confirmation of Filing</b>	
<b>Filed with Court:</b>	Court of Appeals Division II
<b>Appellate Court Case Number:</b>	33333-3
<b>Appellate Court Case Title:</b>	Daphne Clarke, Appellant v. State of WA, Attorney General Office, Respondent
<b>The following documents have been uploaded:</b>	
<ul style="list-style-type: none"><li>• file1.pdf - This File Contains: Motion 1 - Accelerated Review</li><li>• file2.pdf - This File Contains: Motion 2 - Counsel - Appointment</li><li>• file3.pdf - This File Contains: Letter</li></ul>	
<i>Note: All files are renamed before they are sent to the court.</i>	
<b>A copy of the uploaded files will be sent to:</b>	
<ul style="list-style-type: none"><li>• jane.smally@google.com</li></ul>	
<b>Comments:</b>	
<hr/>	
Sender Name: Karen Pierce - Email: kp@c.wa.gov Address: 2356 Jones Road Olympia, WA, 98501 Phone: (360) 705-5252 EXT 25	
<b>Note: The Filing Id is 20160408125147D2574759</b>	

## Document Time Stamp

In order for a document to meet a deadline, it will need to be time stamped by the portal for the required date. **Note:** documents processed after 4:59 PM will be time stamped for the next business day. So if a document needs to be filed on a specified date, it needs to have been uploaded and completely processed by the system before 5:00 pm on the required date.

When preparing to eFile, please be sure to allow plenty of time to get logged on (especially if you do not file regularly) and to complete the form. It is suggested that you log on no later than 4:30 PM and have completed your upload no later than 4:50 PM. This will ensure plenty of time to meet your deadline. Also please note that if you do not file on a regular basis, it is not unusual to forget your password thus slowing the entire process while you deal with resetting your password and potentially having to wait for a locked account to clear. Don't take chances – file early.

## eFiling Email

After the final page has been displayed, please wait 10 to 15 minutes for a confirmation email. The confirmation email will contain a copy of the transmittal letter and will indicate that the file was successfully sent to the court. The time lag between when the file was uploaded and when the confirmation email is sent allows for the uploaded files to be scanned for viruses or other issues, and for the uploaded files to be sent to the courts' document management system.

Besides the confirmation email, other email is also sent after processing has been completed.

An email is routed to the court chosen during the filing process. The court will receive an email indicating a file has been uploaded. The email will include case information, a copy of the transmittal letter, a list uploaded files, and, if applicable, a list of parties being served.

Many filings will also have an email sent to entered email addresses and/or to active parties on a case. Distribution of email for individuals being served is somewhat based on the role of the person filing.

### Superior Court Staff

- When starting a new case, the filer would have had to enter email addresses on the form in order for other parties to be notified.
- When filing on an existing case, the filer would have had to select from a list of active parties on a case and/or would have had to enter additional email addresses on the form.

All selected/entered email addresses will receive an email which contains case information, a copy of the transmittal letter, and a link to each uploaded file.

### Other than Superior Court Staff

- When starting a new case, the filer would have had to enter email addresses on the form in order for other parties to be notified.
- When filing on an existing case, a list of active parties on a case will be displayed on the upload form. Each party with an email address on file will receive a copy of the email. Additionally, the filer may opt to enter the email address for other interested parties.

All selected/entered email addresses will receive an email which contains case information, a copy of the transmittal letter, and a link to each uploaded file.

**It should be noted that if the filer is listed as an active party on a case, the filer will NOT receive a copy of the email that is sent to other parties. If the filer would like to receive a copy of the email going to the other parties, then the filer should enter his/her email addresses on the form, as this will tell the application that the filer would like to have a copy.**