

Washington State Appellate Courts' Portal

Registration Instructions

Setup an Office Account

In order to use the Washington State Appellate Courts' Portal to electronically file with either the Washington State Supreme Court or any Division of the Washington State Court of Appeals, you must first register to use the Portal. The instructions that follow should be used when opting to Setup an Office Account.

Setting up an Office Account will allow registered office staff to eFile documents on behalf of attorneys associated with the office. An Office Administrator must be identified for each office, and each office must have at least one attorney who is a member of the Washington State Bar Association (WSBA). Besides the initial setup of the office, Office Administrators will also be responsible for maintaining information on staff working in the office. Once the office setup has completed, and the Office Administrator activates their account, the Administrator will be able to eFile documents via the Portal.

General Registration Information

Before beginning please review the following as it will aid you in quickly navigating the process.

- **Know How Many Attorneys Are to be Associated with Your Office**
 - At least one attorney who is a member of the WSBA MUST be associated with the office.
 - Attorneys being associated with the office must have a WSBA bar number.
 - The office can be set up with one attorney, with additional attorneys added at a later date if needed.
 - When considering the number of attorneys to add, if the person setting up the site is an attorney, they should be counted and added to the list of attorneys when prompted to do so.
- **Washington State Attorneys** – When information is entered for attorneys, who are members of the Washington State Bar Association (WSBA), please take note of the following:
 - A valid WSBA bar number is required and must be on record with the Administrative Office of the Courts (AOC).
 - The WSBA must have the most current last name and email address for the attorney, and the WSBA must have already provided the current information to the AOC.
 - **Registration attempts will fail if an entered bar number does not exactly match the last name and email address stored in the AOC system.**
 - If the registration process fails because the AOC does not have the most current information, please contact the WSBA to update your record and ask the WSBA to forward your information to the Administrative Office of the Courts.
- **A unique User ID will be required.** Besides being unique, the User ID must meet the [User ID Standards](#). The User ID Standards are available on the Washington State Appellate Courts' Portal Registration page and may also be reviewed in [Appendix A](#) below.
- **A strong Password will be required.** The Password must conform to the [Password Standards](#). The Password Standards are available on the Washington State Appellate Courts' Portal Registration page and may also be reviewed in [Appendix B](#) below.
- **Terms and Conditions for using the site must be accepted.** The [Terms and Conditions](#) are available on the Washington State Appellate Courts' Portal Registration page and may also be reviewed in [Appendix C](#) below.

Initial Office Setup Page

To begin the process of setting up an office account, please do the following:

1. Go to <https://ac.courts.wa.gov/>
2. Click on the box titled Setup an Office Account
3. Fill out and submit the initial office setup page

Initial Office Setup Page

Office Information

*Office/Organization Name:

*How Many Attorneys Work in the Office? (Limited to 10 on initial setup, more can be added later)
Please be prepared to provide the WSBA Number for each attorney before submitting this form.

Office Email Address:

*Office Phone Number: Ext.

Office Fax Number:

*Office Mailing Address:

*City:

*State: *Zip:

Check the box to accept the [Terms and Conditions](#)

Please enter the following code:

 

On the initial office setup page, please do the following:

1. Enter the name of the office.
2. Enter the number of attorneys working in the office. Please take note of the following:
 - a. There must be at least 1 attorney associated with the office.
 - b. **Enter the number of all attorneys that would want office staff to be able to file on their behalf. Best practice would be to enter all attorneys working in the office to include the person setting up the office if that person is an attorney.** Even if an attorney will register and generally file on their own behalf, entering them as part of the office will allow staff to file for them if needed.
 - c. **If the information for all attorneys is not available when the office is initially setup, the Office Administrator can enter them at a later date. If that is the case, just enter the number of attorneys with information readily available.**
 - d. **Be sure to have the bar number and most current last name and email address for each attorney before proceeding.**
3. Optionally enter an email address for the office. Note if an email address is entered it must be unique.
4. Enter a Phone Number for the office. **Note the phone number must be unique; it cannot have been used anywhere else in the system.**
5. Optionally enter an office Fax Number.
6. Enter the Mailing Address for the office.

7. Accept the Terms and Conditions.
8. Enter the security code displayed on the page.
9. Click the Submit Office Information button to start the process.

After submitting the initial office setup page, all entered fields will be validated. If issues are found, a page showing the errors will be presented.

Initial Office Setup Error Page

Your Registration Request Failed
Please Correct the Following Errors and Resubmit the Form:

> The entered Email Address already exists and cannot be used again.

Office Information

*Office/Organization Name:

*How Many Attorneys Work in the Office?
Please be prepared to provide the WSBA Number for each attorney before submitting this form.

Office Email Address:

*Office Phone Number: Ext.

Office Fax Number:

*Office Mailing Address:

*City:

*State: *Zip:

Check the box to accept the [Terms and Conditions](#)

Note: If the office had already been registered (based on office name and office phone number), an error page will be displayed.

Initial Office Setup – Office Already Exist Error Page

Washington State Appellate Courts' Portal Registration

Office Setup

The Office Setup Failed

Office information that matches some of the entered data indicates the office was already established.

Please review the following. If you have questions, please call the Office Number shown below.

Information Entered

Office/Organization Name:	My Law Office
Office Phone Number:	(360) 705-5206

Office Information Found

The following Office/Organization was found with the same name and phone number that you entered:

Office/Organization Name:	My Law Office
Office Phone Number:	(360) 705-5206

Office Setup – Enter Office Attorneys

Once the initial information is entered and verified, a page requesting attorney information will be displayed. The page will provide data entry lines for the number of attorneys entered on the first page.

NOTE: Correctly filling out this page is critical when setting up an office. If correct information is not available for at least one attorney in the office, the Office setup should be cancelled until the information is available.

When filling out the page, please take note of the following:

- **Information for at least one attorney MUST be entered.**
- Entering an attorney on this page indicates the attorney works for the office and office staff may file on behalf of all attorneys listed on the page.
- **Entering an attorney on this page does NOT register the attorney.** Unless an attorney is registered they will not be able to log on the Portal and file their own documents.
- Attorneys may be listed on this page, and may still register. Attorneys listed on this page, who opt to also register, may file their own documents, and office staff may also file on their behalf.
- **Best practice would be to enter all attorneys working in the office to include the person setting up the office if that person is an attorney.**
- **Note: As long as one attorney is successfully added, additionally attorneys can be added by the Office Administrator after the office setup has been completed.**

Office Setup – Attorney Identification

Office Setup

NOTE: Adding attorneys does NOT register them.

- Registered office staff may file on behalf of any attorney noted below.
- Attorneys wishing to file on their own behalf will need to register and establish their own User ID, but should be added here as well.

Please enter the Name and WSBA Number for each attorney working in your Office/Organization

	First Name	Last Name	WSBA Number
1.	<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="99988"/>
2.	<input type="text" value="Jane"/>	<input type="text" value="Doe"/>	<input type="text" value="99987"/>
3.	<input type="text" value="Mary"/>	<input type="text" value="Doe"/>	<input type="text" value="99996"/>
4.	<input type="text" value="Jo"/>	<input type="text" value="Doe"/>	<input type="text" value="99995"/>

To complete this page, please do the following:

1. Enter the first name, last name, and bar number for each attorney in the office.
2. Ensure that the last name matches the last name on file with AOC (as provided by the WSBA).
3. It is ok to leave blank lines as long as valid information is provided for at least one attorney.

Office Setup – Attorney Identification Errors

After submitting the attorney list page, the information will be validated. If issues are found, a page showing the errors will be presented.

Error messages will be returned if information for at least one attorney is not provided, or if the last name entered does not match the last name found in the system. The data used for validation is sent regularly by the WSBA.

If the last name/bar number combination is rejected, please check with the WSBA to determine the most current information that they have on file.

NOTE: Adding attorneys does NOT register them.

- Registered office staff may file on behalf of any attorney noted below.
- Attorneys wishing to file on their own behalf will need to register and establish their own User ID, but should be added here as well.

Please enter the Name and WSBA Number for each attorney working in your Office/Organization

	First Name	Last Name	WSBA Number	Errors Found
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Enter information for at least one attorney
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	

NOTE: Adding attorneys does NOT register them.

- Registered office staff may file on behalf of any attorney noted below.
- Attorneys wishing to file on their own behalf will need to register and establish their own User ID, but should be added here as well.

Please enter the Name and WSBA Number for each attorney working in your Office/Organization

	First Name	Last Name	WSBA Number	Errors Found
1.	<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="99988"/>	Last name does not match the last name associated with the entered bar number

Office Setup – Attorney Verification

Once the last name and bar number for each entered attorney has been validated, a third page will be displayed. The attorney verification page will echo back the information provided for each attorney and will also display the most current email sent by the WSBA. If the information is correct, an alternate email address may optionally be assigned to each attorney. The alternate email address does not need to be unique and may be the office email or the email address of an assistant.

If an alternate email address is entered, that address will receive a copy of any correspondence that is sent to the official email address on file for the attorney.

Office Setup – Attorney Verification

Verify Name and Official Email Address

- > Select "Yes", if the name and official email address are correct, and the attorney should be associated with your office.
- > Select "No", if either the name or official email address are incorrect, or the attorney should not be associated with your office.

Note: if the attorney information is not correct, please provide the [WSBA](#) with the most current information.

Add an Alternate Email Address

- > When documents are electronically filed on behalf of an attorney, all correspondence will be sent to the official email address.
- > Additionally, copies of correspondence generated for the attorney may also be sent to an alternate email address if one is provided.

The following information was found based on the entered bar number(s):

WSBA #	Name	Official Email Addresses	Info Correct?	Alternate Email Address
1. 99988	John Doe	john.doe@google.com (Business)	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="officeAssistant@google.com"/>
2. 99987	Jane Doe	jane.doe@google.com (Business)	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="officeAssistant@google.com"/>
3. 99996	Mary Doe	mary.doe@google.com (Business)	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
4. 99995	Jo Doe	jo.doe@google.com (Business)	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>

To complete this page, please do the following:

1. Review information for each attorney and determine if the information is correct and the attorney should be added to the office.
2. Click the corresponding response of YES or NO for each attorney.
3. If desired, enter an alternate email address for each attorney. This email address will receive a copy of any correspondence sent to the official email address. **The alternate email address does NOT need to be unique.**

When filling out the form, YES or NO must be clicked for each attorney or an error will occur.

Note: if NO is selected for an attorney, the attorney will not be added to the office. Because at least one attorney MUST be added to the office, YES must be selected for at least one attorney, or the office setup should be cancelled.

Office Setup – Attorney Verification Error

The following information was found based on the entered bar number(s):

WSBA #	Name	Official Email Addresses	Info Correct?	Alternate Email Address
1. 99988	John Doe	john.doe@google.com (Business)	<input type="radio"/> Yes <input type="radio"/> No Select Yes or No	officeAssistant@google.com
2. 99987	Jane Doe	jane.doe@google.com (Business)	<input type="radio"/> Yes <input type="radio"/> No Select Yes or No	officeAssistant@google.com
3. 99996	Mary Doe	mary.doe@google.com (Business)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. 99995	Jo Doe	jo.doe@google.com (Business)	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Office Setup – Attorneys' Added/Office Administrator Start

When the attorney information has been verified and attorneys have been added to the office, a confirmation note will be displayed indicating the number of attorneys associated with the office.

Office Setup – Attorneys' Added/Office Administrator Start

Office Setup

2 attorneys were added to the office/organization

Fields marked with an asterisk (*) are required

Office Administrator

***Are you Registered to use the Portal?** Yes No

Beside showing the confirmed number of attorneys, this page will ask the Office Administrator to indicate if a new account needs to be set up or if a previously registered user will be the Office Administrator.

Rarely will an existing user be setting up an office, but if it does happen, the user will be asked to enter their credentials.

Fields marked with an asterisk (*) are required

Office Administrator

***Are you Registered to use the Portal?** Yes No

*** User ID:**

*** First Name:**

*** Last Name:**

*** Password:**

If YES is selected, the user information will be validated and if everything is correct the office setup procedure will be completed and a confirmation email will be sent to the Office Administrator and to any attorneys associated with the office (see [Office Setup – Email Sent on Completion](#)).

Most often the Office Administrator will be setting up a new account and will select NO when asked “Are you Registered to use the Portal?” When NO is selected, the final page which allows the Office Administrator to register is displayed.

Office Setup – Office Administrator Registration

The person setting up the office will be the designated Office Administrator and must be a registered user. The final page allows a User ID to be established and an account to be setup. **If this step is not successfully completed the office will not be setup.**

It should be noted that an Office Administrator will be able to manage the office account. This will include assigning other registered staff the role of Administrator. As long as there is one Office Administrator, any other assigned administrators can give up the role, to include the person who initially set up the office.

Office Setup – Office Administrator Registration

NOTE: You will be the designated Office Administrator.

You will be able to manage office information to include the ability to add/remove attorneys working in your office.

Fields marked with an asterisk (*) are required

Office Administrator Information

*First Name:
*Last Name:
*Email Address:
Tend to File Most Frequently With:
*Tell us who you are: Office Staff Attorney

Registration Information

You will need to create a unique User Id which meets our [standards](#); answer 3 security questions of your choosing, and enter/reenter a password that meets our [password standards](#).

*User ID: [Review User ID standards](#)

Select Your Questions:

*Security Question 1: *Your Answer:
*Security Question 2: *Your Answer:
*Security Question 3: *Your Answer:

Note: All answers are case sensitive.

Create a Password

Enter/Reenter a Password which Conforms to the [Password Standards](#):

*Password:
*Reenter Password:

On the administrator registration page, please do the following:

1. Enter a First Name and Last Name
2. Enter an Email Address. Note – the email cannot already exist in the system – it must be unique. The office email address cannot be used for the registration.
3. Optionally select a default court. When eFiling, the form will default to the selected court if an entry is made.
4. Indicate if the Office Administrator is an attorney or not. If attorney is selected a bar number must be entered along with an optional alternate email address. The entered last name, email address, and bar number MUST match the most current information provided by the WSBA.
5. If the Office Administrator is not an attorney, a phone number must be entered, with cell number, fax number, and office extension being optional entries.

Office Setup – Office Administrator is an Attorney

Office Administrator Information	
*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*Email Address:	<input type="text"/>
Tend to File Most Frequently With:	Select a Default Filing Court ▼
*Tell us who you are:	<input type="radio"/> Office Staff <input checked="" type="radio"/> Attorney
Bar Number is required and Last Name & Email must match what is in our system for the entered Bar Number.	
*WSBA Bar Number:	<input type="text"/>
Alternate Email Address:	<input type="text"/>
An alternate email address will receive copies of eFiling correspondence.	

Office Setup – Office Administrator is not an Attorney

Office Administrator Information	
*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*Email Address:	<input type="text"/>
Tend to File Most Frequently With:	Select a Default Filing Court ▼
*Tell us who you are:	<input checked="" type="radio"/> Office Staff <input type="radio"/> Attorney
*Phone Number:	<input type="text"/> Ext. <input type="text"/>
Cell Number:	<input type="text"/>
Fax Number:	<input type="text"/>

6. Enter a unique User ID that meets the [User ID Standards](#).
7. Select 3 security questions from the drop down boxes. Questions cannot be repeated.
8. Provide an answer to each of the questions. It is important that you are able to remember the answer to the questions, as these questions will be used when passwords need to be updated, or other account requests are made. Also please note that the answer to the questions are **case sensitive**.
9. Create a Password that conforms to our [Password Standards](#).
10. Reenter the new Password.
11. Once the form has been completed, click Register Office Administrator.

All entered fields will be validated. If issues are found, the page will be redisplayed with a list of errors.

Office Setup – Office Administrator Registration Error Page

Your Registration Request Failed
Please Correct the Following Errors and Resubmit the Form:

- > A valid phone number is required
- > The requested User ID is already in use. Please try another another ID.
- > The entered Email Address already exists and cannot be used again.
- > Passwords do not Match. You must Correctly Reenter the Password.

Fields marked with an asterisk (*) are r

Office Administrator Information

***First Name:**

***Last Name:**

***Email Address:**

Tend to File Most Frequently With: ▼

***Tell us who you are:** Office Staff Attorney

Registration Information

You will need to create a unique User Id which meets our [standards](#); answer 3 security questions of your choosing, and enter/reenter a password that meets our [password standards](#).

***User ID:** [Review User ID standards](#)

Select Your Questions:

* Security Question 1:	<input type="text" value="In what city or town did you meet your s"/> ▼	* Your Answer:	<input type="text" value="Olympia"/>
* Security Question 2:	<input type="text" value="In what city or town does your nearest si"/> ▼	* Your Answer:	<input type="text" value="Tacoma"/>
* Security Question 3:	<input type="text" value="Where were you New Year's 2000?"/> ▼	* Your Answer:	<input type="text" value="Phoenix"/>

Note: All answers are case sensitive.

Create a Password

Enter/Reenter a Password which Conforms to the [Password Standards](#):

***Password:**

***Reenter Password:**

On successful completion of the Office Administrator registration a confirmation page will be displayed.

Office Setup – Confirmed

When the confirmation page is displayed, the office setup is complete and the Office Administrator has been registered. **However, even though the administrator has been registered, the account must be activated before it can be used.**

Information regarding the office and how to activate the account will be sent to the Office Administrator via email.

Confirmation Page

Washington State Appellate Courts' Portal Registration

Thank you for setting up an office and registering as an office administrator!

Soon you will receive two emails. It is important that you follow all instructions within each email.

- **Office Email**

Your office email will:

- › Provide your office code
- › Confirm your office information and will list all attorneys that are associated with your office
- › Provide information on filing documents with the Appellate Courts

- **Registration Email**

Your registration email will:

- › Confirm your **PENDING** registration
- › Provide instructions you **MUST** follow in order to activate your account
Note: You will not be able to file documents with the Appellate Courts until your account has been activated

- [Washington State Appellate Courts' Portal Home Page](#)

Office Setup – Email Sent on Completion

Two very important emails will be sent to the Office Administrator, one with information about the office and a second with information on activating the administrators account.

Office Confirmation Email

When reviewing the office confirmation email, it is especially important to note the Office Code. This code must be given to any office staff that wish to register to use the Portal.

Also note that the list of attorneys entered, verified, and associated with the office, is shown in the email. Again please note that the attorneys are not registered until they go through the registration process and obtain their own User ID. To register, the attorneys will need to go to the Portal and choose the option to “Register with an Established Office”. An Office Code will be needed in order to start the registration.

Office Confirmation Email

Thank you for establishing an office presence with the Washington State Appellate Courts' Portal.

Please take note of your Office Code:

Office Code: OC114492

Your office/organization has been set up as follows:

Name: My Law Office
Email Address: MyLawOffice@google.com
Phone Number: (360) 705-5206
Fax Number: (360) 555-1212
Address: 2356 Office Lane, Suite 25, Olympia, WA 98501
Office Administrator:

Name: Randy McDandy
Email Address: rmd@c.wa.com
Alternate Email:
Phone Number: (360) 985-4444 Extension:

The following attorneys have been associated with your office/organization:

- 99988 JOHN DOE john.doe@google.com (alternate email: officeAssistant@google.com)
- 99987 JANE DOE jane.doe@google.com (alternate email: officeAssistant@google.com)

Now that your office/organization has been established, office personnel may register as staff members. In order for office personnel to register, they will need to know the Office Code. Please provide the Office Code shown above to all staff who wish to register with the Washington State Appellate Courts' Portal.

To register with the portal, staff will need to visit <https://acdev.courts.wa.gov>, then select the Register with an Established Office option.

Registered staff will be able to eFile documents with the Supreme Court and all three divisions of the Court of Appeals via the Washington State Appellate Courts' Portal.

Registered staff will also be able to eFile documents on behalf of any of the attorneys listed above.

Please Note: The attorneys listed above may not be registered users and may not be able file on their own behalf. In order to file themselves, attorneys need to register with the Washington State Appellate Courts' Portal.

Account Activation Email

Portal registration is not complete until an account is activated. One of the emails sent on completion of the office contains instructions on how to activate an account. It is imperative that the Office Administrator follow the instructions in order to begin the activation process.

Activation is simple and requires following a link to the Portal where the new User ID and Password must be entered along with the activation code provided in the email.

Account Activation Email

* This is a system generated message, please DO NOT reply to this email.

Thank you for signing up for Washington State Courts' Secure Access.

Your Registration to use the Washington State Appellate Courts' eFiling Portal has been successfully submitted. Before you can access the Appellate Courts' eFiling Portal, you must first activate your account.

The easiest way to activate your account is to click on the following link;
<https://ac.courts.wa.gov/index.cfm?fa=reg.activate&c=0868461137522>

If your email does not support hyperlinks or you cannot log in after following the link, you can manually activate your account by following four easy steps:

1. Navigate to the Washington State Appellate Courts home page (see link below).
2. Click the "Need Help?" link in the Login box.
3. Click on "Activate your account".
4. In the "Activation Code" field enter 0868461137522.

Account Activation Page

Washington State Courts' Account Activation

Before you can access the Appellate Courts' eFiling Portal, you must first activate your account. To do so, enter your chosen User ID, your Password, and the Activation Code found in your Registration email.

If you completed the registration process, but did not receive an email, contact virginia.neal@courts.wa.gov.

If you have not yet registered, you must [register](#) in order to access the portal.

*User ID:	<input type="text"/>
*Password:	<input type="text"/>
*Activation Code:	<input type="text" value="0868461137522"/>
	<input type="submit" value="Submit"/>

Upon successful activation of an account, the home page for the Portal will be displayed along with a message indicating the account is active. The new account can be used to log on the Portal to begin eFiling and/or managing the office account.

Account Successful Activation Page

 **Login to the Appellate Courts' Portal**

Court/User ID:*

Password:

[Need Help?](#)

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

**You have successfully activated your account.
You may now log on to the eFiling Portal.**

Besides the confirmation page, a confirmation email will also be sent.

Account Activation Confirmation Email

* This is a system generated message, please DO NOT reply to this email.

Your Washington State Courts' Secure Access Account has been activated.

You may now begin using the Appellate Courts' eFiling Portal to file documents with the Court of Appeals and the Supreme Court.

Washington State Appellate Courts home page
<https://ac.courts.wa.gov>

Office Attorney Notification Email

Attorneys added to an office will be notified by email after the office setup has completed. The email will include a copy of the Terms and Conditions, the Office Code needed to register with the office, and the name of the Office Administrator. Attorneys that would like to register may follow the link in the email and will need to enter the Office Code when prompted.

Office Attorney Notification Email

Notification from the Washington State Appellate Courts' Portal.

You are receiving this notification because the office/organization you work for has set up an account with the Washington State Appellate Courts' Portal. A copy of the Terms and Conditions for using the Portal have been attached.

You have been listed as an attorney with the office/organization. As such, office staff that have registered to use the Washington State Appellate Courts' Portal will be able to eFile with the Appellate Courts on your behalf.

If you would like to register to use the Washington State Appellate Courts' Portal, and file on your own behalf, please visit the site. When registering, you will need to enter the Office Code shown below.

If you have any questions or concerns, please contact the Office Administrator noted below.

Please take note of your Office Code:

Office Code: OC114492

Your office/organization has been set up as follows:

Name: My Law Office
Email Address: MyLawOffice@google.com
Phone Number: (360) 705-5206
Fax Number: (360) 555-1212
Address: 2356 Office Lane, Suite 25, Olympia, WA 98501
Office Administrator:

Name: Randy McDandy
Email Address: rmd@c.wa.com
Alternate Email:
Phone Number: (360) 985-4444 Extension:

To register with the portal, visit <https://acdev.courts.wa.gov>, then select the Register with an Established Office option. You will need to provide the Office Code noted above.

Registered staff will be able to eFile documents with the Supreme Court and all three divisions of the Court of Appeals via the Washington State Appellate Courts' Portal.

Registered staff will also be able to eFile documents on behalf of other attorneys associated with the office.

Appendix A
Washington State Appellate Courts' Portal
User ID Standards

A User ID:

- Must be Unique - the User ID cannot already be in use
- Must be between 7 to 15 characters in length
- Must use only letters and numbers
- Cannot contain any special characters:
!, @, %, ^, &, *, =, ', ", -, _ +, =, <, [,], {, }, |, ` ~, #, \$, (,), +, &, ?, /, \, etc.

Your User ID should be meaningful to you and easy for you to remember.

All Washington Appellate Court Portal Access will require you to enter your User ID.

WSBA Members:

If you are a member of the Washington State Bar Association (WSBA), your bar number, along with your last name and email address, must be in our system and must match what you enter on the form below. If your information is not in our system, or it does not match what you enter, then you will not be able to register until they do match. If your attempt to register fails because we do not have the correct information, please contact the WSBA to update your record and ask the WSBA to forward your information to the Administrative Office of the Courts.

Appendix B
Washington State Appellate Courts' Portal
Password Standards

Passwords must have a minimum of 10 characters and meet the following criteria:

- ✓ Contain uppercase letters
 - ✓ Contain lowercase letters
 - ✓ Contain numerals
 - ✓ Contain special characters
 - ✓ Can **NOT** contain a space
 - ✓ Can **NOT** have all numbers and/or special at either the beginning or the end
 - ✓ Can **NOT** contain your username or other personally identifying information associated with your account
-
- Passwords must change every 90 days.
 - Changed passwords must be different than all previous passwords.
 - After three failed authentication attempts the account will be locked for 15 minutes.
 - After twenty failed authentication attempts the account will be revoked.
 - Passwords can reset after providing a current username, password, and correct answer to a security question.
 - Forgotten passwords may be reset via the Forgotten Password form.

Appendix C
Washington State Appellate Courts' Portal
Terms and Conditions

Registered users shall be responsible for maintaining the accuracy of their registration information including mailing address, telephone number, and primary and secondary e-mail addresses, or in the case of an attorney, any changes in a firm name.

Except for the purpose of authorized e-filing on behalf of the registered user, all registered users should not permit others to use their portal ID or password. If a registered user authorizes someone to file on their behalf, the registered user will be deemed the filer.

Documents filed through the portal should comply with the requirements of General Rule (GR) 14 and any relevant Rules of Appellate Procedure. Note that a registered filer's signature is not required on a document filed through the portal if the information required by GR 30(d)(2)(A) or (B) is included in the signature block on the document.

Documents filed through the portal should be in a .pdf file format. Any appendices should be included as part of the document to which they pertain, rather than being filed as separate documents. Declarations of service should also be included as part of the document instead of filed as separate documents.

Documents may be served on other parties via the portal. If service is through the portal, a declaration of service is not required.

The maximum file size for each file is 60 MB. The maximum total size (for all files combined) is 600 MB.

The file name for documents filed through the portal should not include special characters like: & (ampersand); ' or "" (single or block quotes), # (pound sign), colon, semicolon, asterisk, parenthesis, etc.

The date and time of receipt of the document through the portal will be the date and time of filing. Any document received via the portal after 5:00 P.M. will be considered filed on the next business day. For security reasons, files are not immediately provided to the court or to the served participants. All uploaded files must first pass a security check. Once validated, files will be provided to the court and e-mailed to all selected participants. Additionally, at that time the filer will receive an e-mail confirming that the process has been completed. If any uploaded files are rejected by the security scan, neither the court nor the case participants will be notified of the attempted filing, but the filer will receive an e-mail stating the electronic filing failed.

Filers are responsible for being familiar with the provisions of GR 31(e) in regards to the requirement to omit certain personal identifiers from all documents filed. This rule provides that parties "shall not include, and if present shall redact" social security numbers, financial account numbers and driver's license numbers. As indicated in the rule, the responsibility for redacting the personal identifiers rests solely with counsel and the parties. The Clerk's Office does not review documents for compliance with the rule. Because briefs and other documents in cases that are not sealed may be made available to the public on the court's Internet website, or viewed in the Clerk's Office, it is imperative that such personal identifiers not be included in filed documents.