

Washington State Appellate Courts' Portal

Registration Instructions

Register with an Established Office

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 Register with an Established Office.

After an office has been established, additional staff may register to use the Portal once they have obtained an Office ID from their Office Administrator. Any office staff who would like to eFile via the Portal should register, this would include attorneys who may want to file on their own behalf occasionally, but may also want their assistants to file for them.

General Registration Information

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

- **Obtain an Office ID.** Each office established with the Portal has been assigned an Office ID and the Office ID has been sent to the Office Administrator. Contact the Office Administrator to obtain the ID that will be needed to begin the registration process.
- **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 Staff Registration Page

To begin the process of registering with an established office, please do the following:

1. **Obtain an Office ID from the Office Administrator.**
2. Go to <https://ac.courts.wa.gov/>
3. Click on the box titled Register with an Established Account
4. Fill out and submit the initial page

Initial Office Staff Registration Page

Office Staff Information

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

*First Name:

*Last Name:

*Email Address:



*Office ID:

*Tell us who you are: Office Staff Attorney

*WSBA Bar Number: **Last Name & Email must match what we have in our system for the entered Bar Number**

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

Please enter the following code:

On the initial registration page, please do the following:

1. Enter a User ID that meets the User ID Standards
2. Enter a First Name and Last Name
3. Enter an Email Address. **Note – the email cannot already exist in the system – it must be unique.**
4. Tell us who you are by clicking the appropriate button.
5. If Attorney is selected, enter a Bar Number (if a Bar Number is entered, the Last Name and Email address in our system must match what is entered on the form)
6. Accept the Terms and Conditions
7. Enter the security code displayed on the page
8. Submit the Registration Request

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

Initial Office Staff Registration Error Page

Office Staff Registration

Entered attorney information could not be verified with data received from the WSBA. Ask the WSBA to forward the most current information associated with your bar number to the AOC.,The requested User ID is already in use. Please try another another ID.

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

- > Entered attorney information could not be verified with data received from the WSBA. Ask the WSBA to forward the most current information associated with your bar number to the AOC.
- > The requested User ID is already in use. Please try another another ID.

Office Staff Information

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

*First Name:

*Last Name:

*Email Address:

*Office ID:

*Tell us who you are: Office Staff Attorney

Office Staff Contact Information Page

Once the initial information is entered and verified, a page requesting contact information will be displayed. The form that is presented will depend on whether or not the registrant is an attorney.

Attorney contact information is provided by the WSBA and cannot be changed via the portal.

Non attorneys, will be asked to provide their contact information. The form will be prefilled with the contact information associated with their office, but may be personalized as needed.

Office Staff Registration – Attorney Information

Washington State Appellate Courts' Portal Registration

The Washington State Bar Association (WSBA) has provided the Washington State Courts with the information below.

Because this information was provided by the WSBA, it cannot be changed on this site. If any of the information displayed below is incorrect, [please contact the WSBA](#) and ask them to forward the correct information to the Administrative Office of the Courts (AOC).

Name: Penny Lane
Bar Number: 99989
Email Address: penny.lane@google.com
Address: 1000 2ND AVE
SEATTLE, WA 98104
Phone Number: 206-555-1212
Fax Number:

While the information above cannot be altered without [going through the WSBA](#), you can provide updated information on your firm (if applicable). You may also provide an alternative email address that will receive a copy of any documents you file via the eFiling Portal, and you may select a court you tend to file with most often.

Firm Name:
Alternate Email Address:
Tend to File Most Frequently With:

To complete the form:

- 1) Optionally enter a firm name.
- 2) Optionally enter an alternative email address. This email address will receive a copy of portal correspondence sent to the official email address on file for the attorney.
- 3) Optionally select a court that will be used as a default when eFiling via the portal.
- 4) Click Confirm to continue or Cancel the registration of the attorney information is not correct.

Office Staff Registration – Non Attorney Information

Washington State Appellate Courts' Portal Registration

In order to register with the Washington State Courts for eFiling, you must provide the following information:

Name:	Penny Lane		
Email Address:	penny.lane@google.com		
Alternate Email Address:	<input type="text"/>	(This email will also receive correspondence from the Portal.)	
*Phone Number:	<input type="text" value="(360) 705-5206"/>	Ext.	<input type="text" value="23"/>
Cell Number:	<input type="text"/>		
Fax Number:	<input type="text" value="(360) 555-1212"/>		
*Mailing Address:	<input type="text" value="2356 Office Lane"/>		
	<input type="text" value="Suite 25"/>		
*City:	<input type="text" value="Olympia"/>		
*State:	<input type="text" value="Washington"/> ▼	*Zip:	<input type="text" value="98501"/>
Organization Name:	<input type="text" value="My Law Office"/>		(If affiliated with an organization.)

To complete the form:

- 1) Optionally enter an alternative email address. This email address will receive a copy of portal correspondence.
- 2) Change contact information as needed.
- 3) Click Confirm to continue.

Office Staff Security Information Page

After the contact information is entered, security questions and passwords will need to be selected.

Office Staff Registration – Security Information

Washington State Appellate Courts' Portal Registration

Please choose three questions from the selections below.

These security questions may be used for validation when logging on to Washington Courts, and will be required in order to update your profile or retrieve forgotten information.

Select Your Questions:

*Security Question 1:	<input type="text" value="Choose a Question"/>	*Your Answer:	<input type="text"/>
*Security Question 2:	<input type="text" value="Choose a Question"/>	*Your Answer:	<input type="text"/>
*Security Question 3:	<input type="text" value="Choose a Question"/>	*Your Answer:	<input type="text"/>

Note: All answers are case sensitive.

Create a Password

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

*Password:	<input type="text"/>
*Reenter Password:	<input type="text"/>

To complete the page:

1. Select 3 security questions from the drop down boxes. Questions cannot be repeated.
2. 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.
3. Create a Password that conforms to our [Password Standards](#).
4. Reenter the new Password.
5. Once the form has been completed, click Complete Registration Request.

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

Office Staff Registration – Security Information Error Page

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

> You must Select 3 Unique Questions
> Your Password must be at least 10 allowed characters and meet the password requirements.

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="test"/>
*Security Question 2:	<input type="text" value="In what city or town did you meet your s"/>	*Your Answer:	<input type="text" value="test"/>
*Security Question 3:	<input type="text" value="In what city or town did you meet your s"/>	*Your Answer:	<input type="text" value="test"/>

Note: All answers are case sensitive.

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

*Password:	<input type="text"/>
*Reenter Password:	<input type="text"/>

On successful completion of the office staff registration a confirmation page will be displayed.

Office Staff Registration – Confirmed

On completion of the registration process a confirmation page is displayed and an activation email is sent. Instructions in the activation email must be followed in order to activate the account and use the Portal.

Confirmation Page

Washington State Appellate Courts' Portal Registration

Thank you for registering!

Soon you will receive an email with information about your pending account registration.

Once you receive the email, you must follow the instructions in order to activate your account.

You will not be able to file documents with the Appellate Courts until your account has been activated.

- [Log On to the eFiling Portal](#)
- [Washington State Appellate Courts' Portal Home Page](#)

Office Staff Registration – Email Sent on Completion

An account activation email is sent to the registrant's email address.

Account Activation Email

Portal registration is not complete until an account is activated. It is imperative that the registrant follow the instructions in the email 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="password"/>
*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>

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.