

# 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.

### Logging on the Portal

- Go to <https://ac.courts.wa.gov/>
- 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 by following the directions on the page.

### Electronic Filing - Home Page

- Office Staff – Choose the attorney to file on behalf of.
- Select the court to file with (if applicable).
- Select an option to Start a New Case, or Enter an Appellate Court case number to file with an existing case.
- If starting a new case and a case number is required, enter the needed information.

### Electronic Filing - Filing Form

- If a case number was entered, look at the case information and confirm the case number is correct.
- Select all document types being filed.
- More than one file may be uploaded at a time as noted below:
  - **In general, when filing documents for an existing Appellate Court case, there must be one PDF file for each document type selected.** The exception would be an affidavit/certificate of service, or when specifically noted on the page.
  - **When filing documents that will be used to start a new case, it is acceptable to combine various documents in to one PDF file.**
  - The number of files being uploaded must be indicated on the form.
  - All files must be in PDF format and cannot exceed 60 MB. The total size of all uploaded files cannot exceed 600 MB.
  - Do not use special characters in the file names and keep the file names short and simple.
- Active case participants with an email address on file may be served by clicking their name.
- Additional parties may be served by entering their email address on the form.

### Electronic Filing – Mapping Files

- If more than one file is uploaded, a page will be displayed that will require each file to be “mapped” to a document type that was selected.

### eFiling Final Processing

- Allow up to 10 minutes after the process has completed before expecting a confirmation email. All files are scanned for threats and will not be forwarded to the courts or to parties being served until they are deemed safe.
- Once the files have been forwarded to the courts, an email, containing links to the files, will be sent to any parties being served

### Document Time Stamp

- If a document has not completed processing before 5:00 PM, it will be time stamped for the next business day.