Washington State Appellate Courts' Portal
Quick Start Guide
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.

Registering with an Established Office

1) Visit the Washington State Appellate Courts'
- ➢ The Washington State Appellate Courts' Portal is located at: https://ac.courts.wa.gov/
- ➢ Choose the option to Register with an Established Office
- ➢ Fill out the form as needed

2) Enter a Unique User ID and Email Address
- ➢ A unique User ID will be required and must meet the User ID Standards found on the Portal site.
- ➢ An email address is required and cannot already be used by someone on the Portal site.

3) Know Your Office ID
- ➢ An Office ID is required and can be obtained from your Office Administrator.

4) Attorneys Must Enter a Bar Number that can be Validated
- ➢ A valid WSBA bar number is required and must be on record with the Administrative Office of the Courts (AOC), as provided by the WSBA.
- ➢ 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.

5) Complete the Security Requirements
- ➢ Three security questions must be answered. Answers are case sensitive and will be used for validation purposes if user information has been forgotten.
- ➢ A strong Password will be required and must conform to the Password Standards found on the Portal site.