

eFiling Proposed Orders

If you are the moving party (the person asking for the motion), submit your proposed order at least 14 calendar days prior to the hearing. If you are the responding party (the person responding to the motion), the proposed order is due 5 court days prior to the hearing.

Proposed orders must be submitted online through the Clerk's Office eFiling System via the "Proposed Orders (Family Law)" link.



ATTENTION: All proposed orders must now be in Word document format (.doc or .docx)



Per Washington General Rule 30:

An electronic document which requires a non-attorney's signature and is not signed under penalty of perjury may be signed with an electronic signature or signed in the following manner:

s/John Citizen
123 South Fifth Avenue Seattle, WA 98104
Telephone: (206) 123-4567
Fax: (206) 123-4567
E-mail: John.Citizen@email.com

"king county efile"



<https://dja-efsp.kingcounty.gov/efiling>

KC - EFileing - King County

Welcome to King County Superior Court EFileing. E-FILEING NOTICES: ***E-Service is MANDATORY for documents that are filed via this application and require ...

<https://dja-efsp.kingcounty.gov/EFileing/Logon/Logon.aspx>

1.

Logon with your eFiling User ID and password

2.

Click on the link for proposed family law orders

Please Complete to sign in

User ID

Password

Sign In

Proposed Orders (Family Law)



3.

Confirm your case number

Case Number:

XX-X-XXXXX-X or XXXXXXXXXX

Check this box if your case number is NOT 9 digits

4.

Fill in the Hearing Location and Date with the same information from your reservation on the motions calendar.

Hearing Location and Date

Location of hearing: Hearing Date:

Judge or Calendar

Calendar

Hearing Type

With Oral Argument 8:00 AM

Without Oral Argument

Go Home **Save and Exit** **Next**

5.

Input your contact information

Information on submitting party

Name

Email

Phone (area code required)

6.

Input who should receive a copy of the order, such as yourself and the other party. Click 'Add Contact' to add them to the distribution list, then hit next

First Name *

Last Name *

Address *

Address2

City *

State *

Zip *

Email

Phone (area code required)

Required Fields

Add Contact

Distribution List

John Doe [DELETE](#)
1234 Main Street
Seattle WA 98104
john.doe@gmail.com

Jane Doe [DELETE](#)
2344 Main Street
Kent WA 98032
jane.doe@gmail.com

7.

Click 'Choose File' to locate the .Doc or .Docx file of your order. When you locate it in your file system, click "Open File," then 'OK.'

Upload your proposed Order

NOTE: Proposed orders can only be in Microsoft Word format

No file chosen

The following page will list the details you have entered. Make sure all is accurate, then click 'Submit to Calendar.'

Submit to Calendar

