King County
Department of Judicial Administration
(206) 296-9300 (206) 296-0100 TTY/TDD

How to Submit Evidence in a Protection Order Case for the Full Hearing

You can submit evidence for your protection order hearing. Different types of evidence must be submitted differently:

Submitting Documents

You can submit documents to the court in two ways:

Option 1: In Person

Bring a copy of the documents to a Clerk's Office location and turn them in.

Seattle Clerk's Office	Kent Clerk's Office
516 Third Avenue, Room E-609, Seattle WA	401 N. 4th Ave., Room 2C, Kent WA 98032
Hours: 8:30 a.m. to 4:30 p.m.	Hours: 8:30 a.m. to 4:30 p.m.

Option 2: Electronically (E-Filing)

You will find instructions about how to e-file here: https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing/e-filing.

Documents must be printed on 8.5 x 11 sheets of paper, and may include:

- statements from you or other people,
- printed pictures,
- text messages, or
- social media messages.

All documents must be served on the other party. Review the "Service" section below.

Submitting Video or Audio Recordings

*PLEASE NOTE: THIS PROCESS IS ONLY FOR PROTECTION ORDER MATTERS.

You must follow the steps below if you want to submit video or audio recordings as evidence. Recordings must be submitted electronically.

Step 1: **Email the Clerk's Office** at dja-e-exhibits@kingcounty.gov to let them know that you need to submit an audio or video recording. The email must include:

1. Case number
2. Case name (Smith v. Smith)
3. Your name
4. Your role (Petitioner, Respondent, Counsel for….)

Step 2: **Upload your recordings.** You will receive an email with a link to the Case Center digital evidence system within 2 business days. The link will allow you to upload your recordings into a secured online folder. Check your Junk Mail folder if you do not receive the email.

- If you have any problems submitting recordings in Case Center, you may contact a digital specialist for assistance at: dja-e-exhibits@kingcounty.gov

Step 3: **Service**. All documents and recordings that you submitted to the court must be served on the other party. Someone other than you, who is over 18 years of age, must either give a copy to the other person, or email a copy to the other person if email service has been permitted.

- If you only submitted documents (no recordings), you must serve a copy of the documents on the other party.
- If you also submitted recordings to the court, you must also serve a copy of the recording you uploaded.

The court will require proof that the other party was served with the evidence that you submitted. You should also keep a copy of all evidence you submitted for your records.

Step 4: **Prepare a Notification form**. Use the Notification of Electronic Exhibits form to inform the court as to the number of recordings you uploaded and served on the other party. This form is attached and can also be found at https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/forms

Note: You only need to list the electronic evidence or recordings you submitted.

Step 5: **File the Notification form.** The Notification of Electronic Exhibits form is a document. See the section titled "Submitting Documents" above for how to submit the form.

Important! Filing this document will let the judicial officer know you have submitted a recording to be reviewed by the court. If you do not file the notification form, the judicial officer will not review your recordings before the hearing.

To view additional information regarding Case Center on our website, please visit: https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/court-forms-document-filing/filing/elec-exhibits.

SUPERIOR COURT FOR THE STATE OF WASHINGTON
IN AND FOR THE COUNTY OF KING

Petitioner, vs. Respondent.	CASE NUMBER: NOTIFICATION OF ELECTRONIC EXHIBITS IN CASE CENTER (NT)

ONLY AUDIO/VIDEO FILES MAY BE SUBMITTED TO CASE CENTER.
ALL OTHER EXHIBITS MUST BE FILED IN THE CASE FILE

My name is: _____

I am the ☐Petitioner or ☐Respondent in this case.

I have submitted electronic exhibits to Case Center

Date Submitted: _____

Number of exhibits submitted: _____

Provided a copy to the other party: ☐YES ☐ NO

Date served: _____

_____ _____
Date: Signature

Contact info for questions about Case Center: dja-e-exhibits@kingcounty.gov