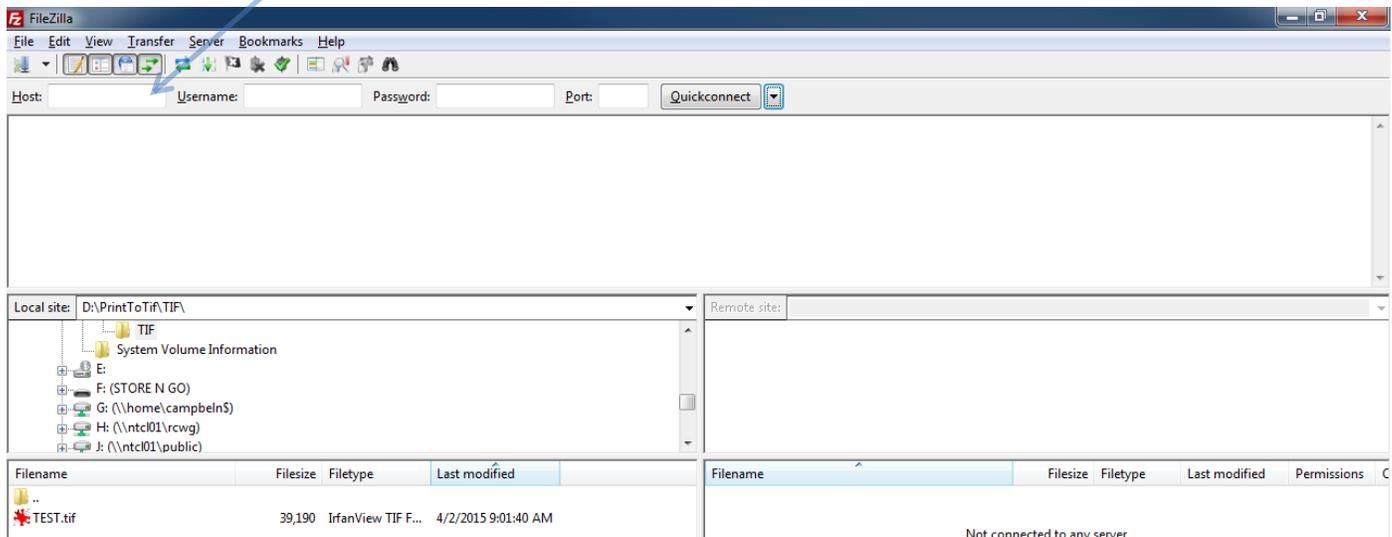


FileZilla can be downloaded from <http://download.cnet.com/windows/>

(download the client version not the server version)

Once FileZilla is installed click on the FileZilla Icon to start FileZilla.

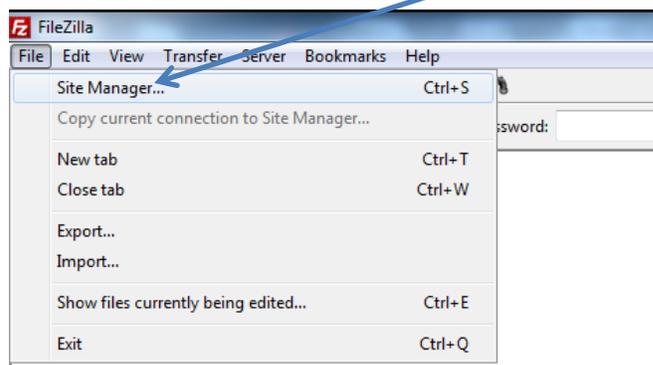
1. In the Host box type: **courts.efile.clark.wa.gov**
2. Type FTP User Name in the Username box
3. Type FTP Password in the Password box
4. Leave the Port box empty
5. Click on **“Quickconnect”**
6. The FTP connection will be automatically saved in the history under the drop-down arrow next to **“Quickconnect”** which makes it easy to quickly connect to the ftp site.

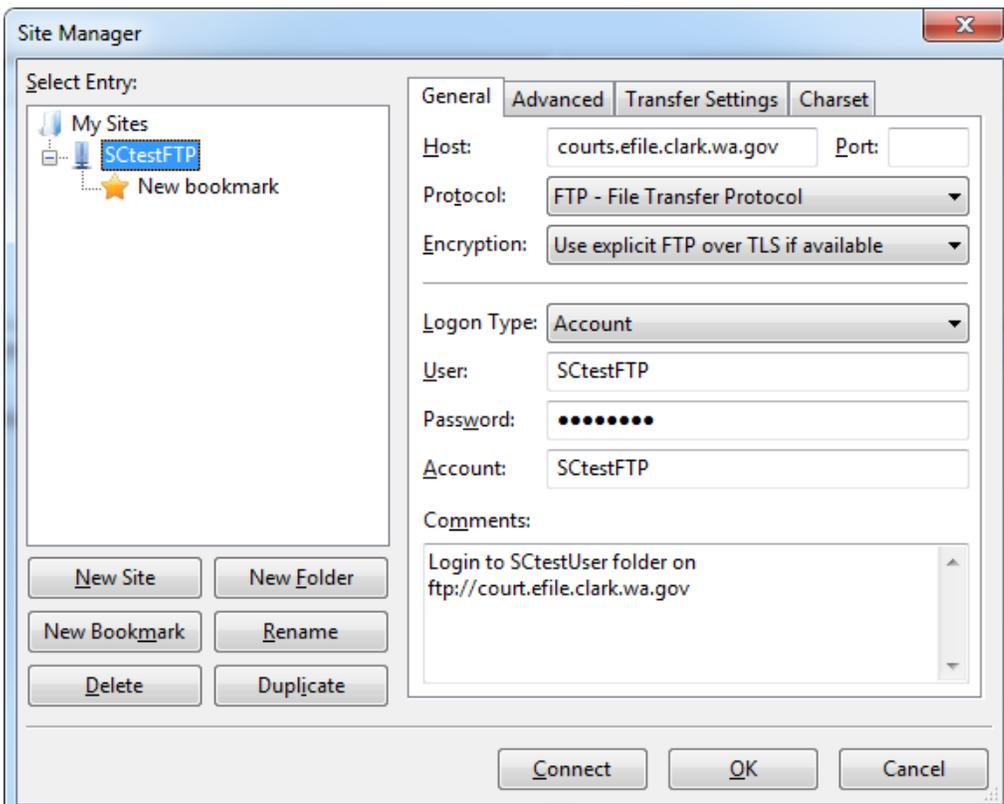


Your PC folder path is on this side.

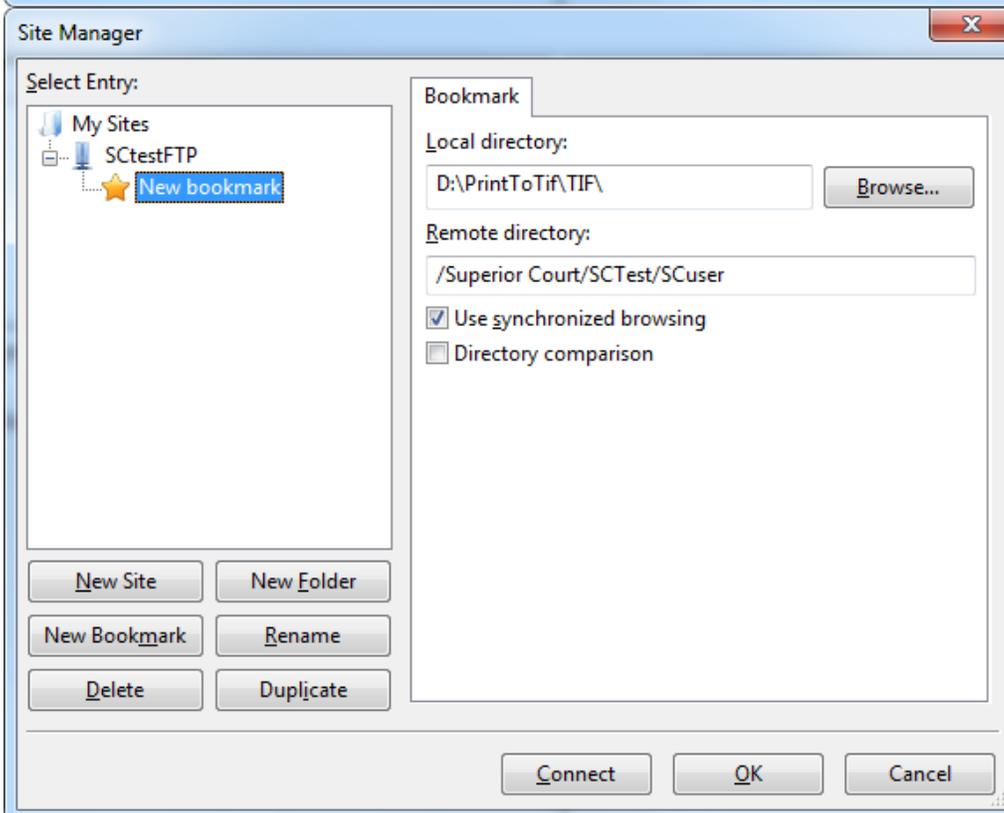
The FTP folder tree will be on this side after connecting.

You can save time if you use the **“Site Manager”** to set up bookmarks for each attorney that you e-file for. Under the **“File”** menu. Click on **Site Manager**.



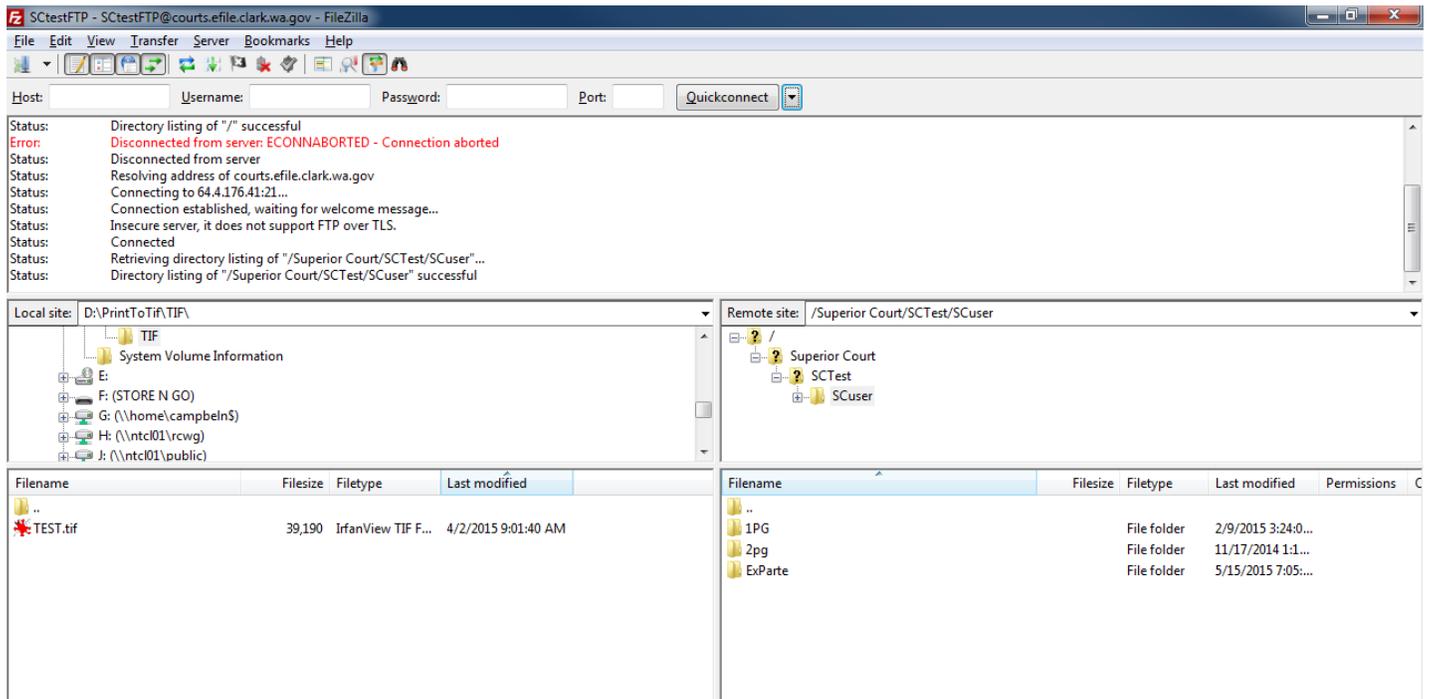


Fill in the ftp login information on the General Tab.



Add a New bookmark by clicking the New Bookmark button. Fill in the path on your pc under the Local directory, then fill in the FTP remote directory path for your lawfirm and attorney name folder under the **Remote directory** box beginning with **/Superior/law firm name/attorney name** (this path would have to be exactly as it is on the FTP Site. New bookmark can be renamed to the name of attorney for this bookmark.

When you click the Connect button in Site Manager for that bookmark. The folder on your pc will open and the folder on the ftp site will open all at the same time. Then all you have to do is double click the TIF file to transfer it to your folder on the FTP site. This method will work the best if you create one folder for TIF files on your PC, and remove the TIF files from that folder once the ftp transfer is completed.



The site manager can be very convenient for legal assistants who E-File for multiple attorneys in a law firm.