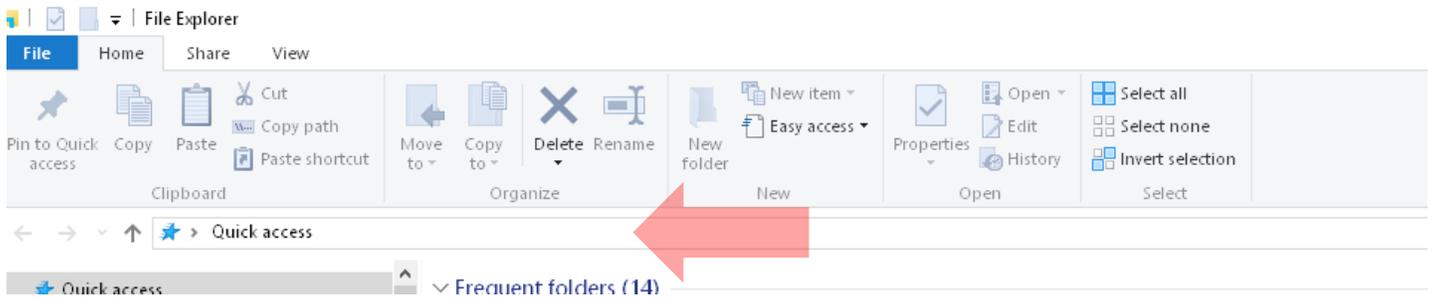
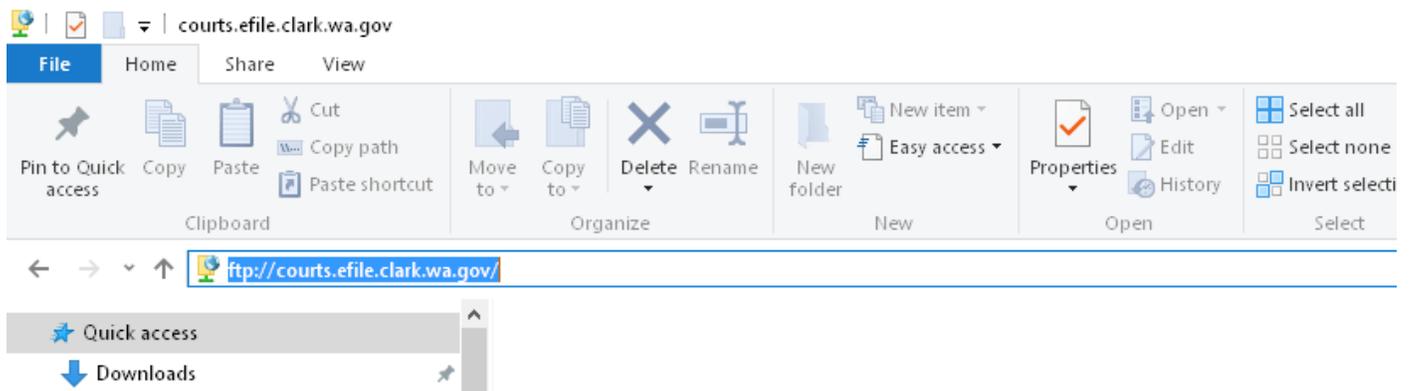


Right click on  in lower left of task bar.

When the menu opens click on File Explorer.

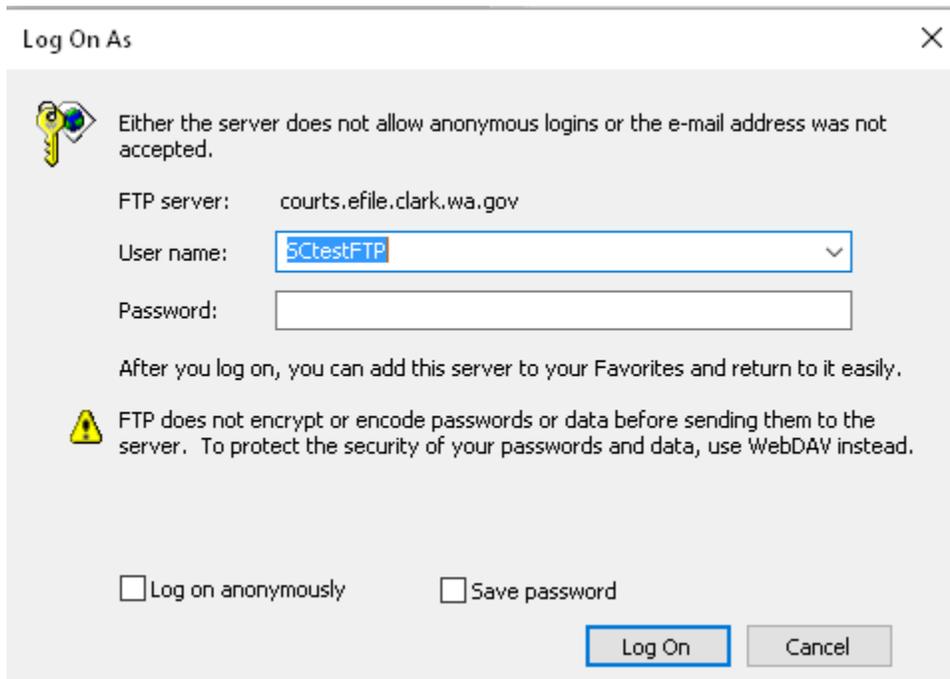


Right-Click in the white area after Quick access. Type the ftp address ***ftp://courts.efile.clark.wa.gov*** then Enter.

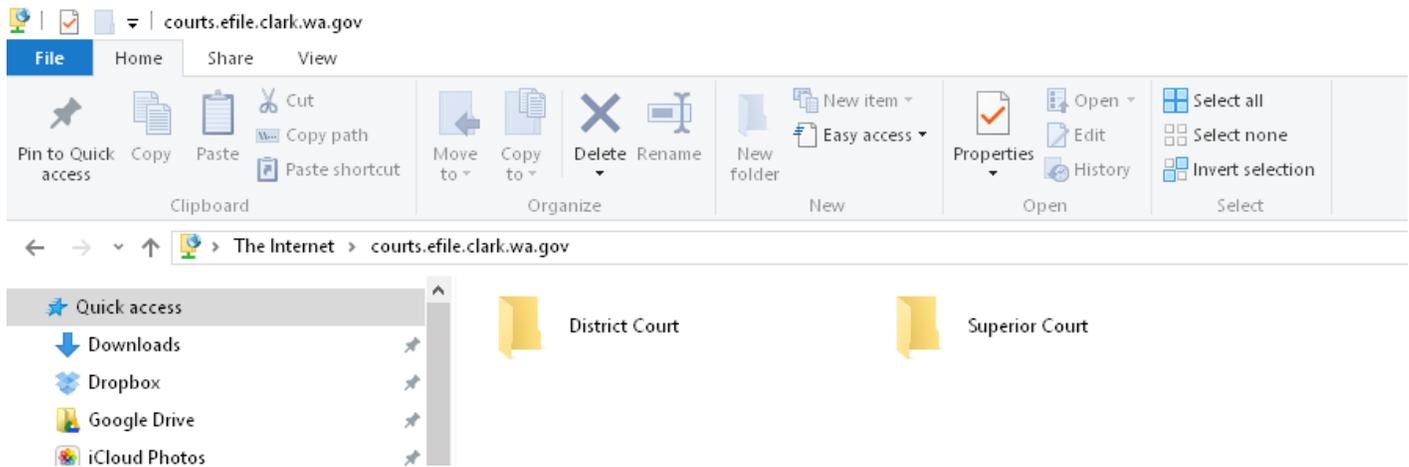


The Log On As box opens.

Type User name and Password then click Log On button

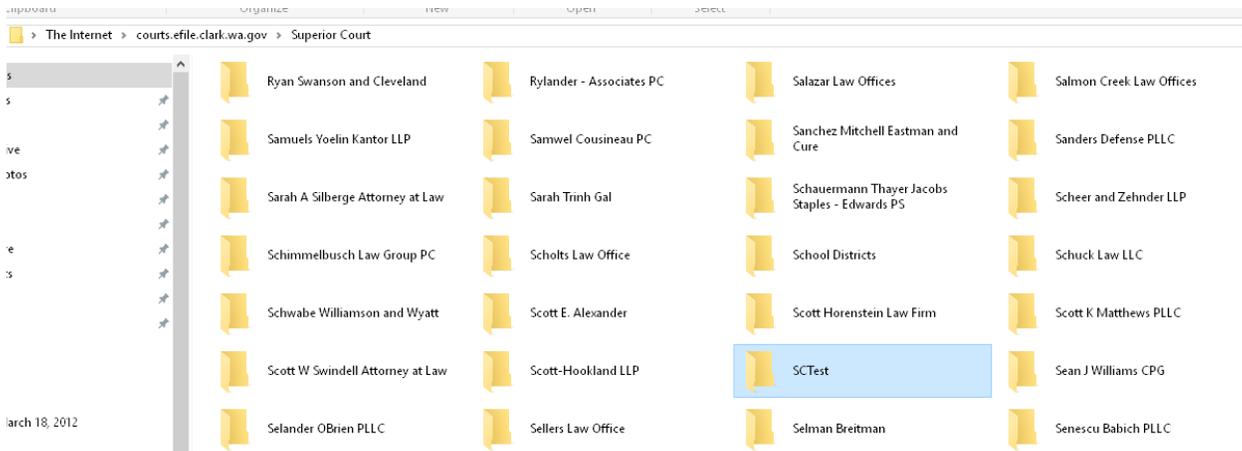


You will see the 2 folders as shown below for District Court & Superior Court.

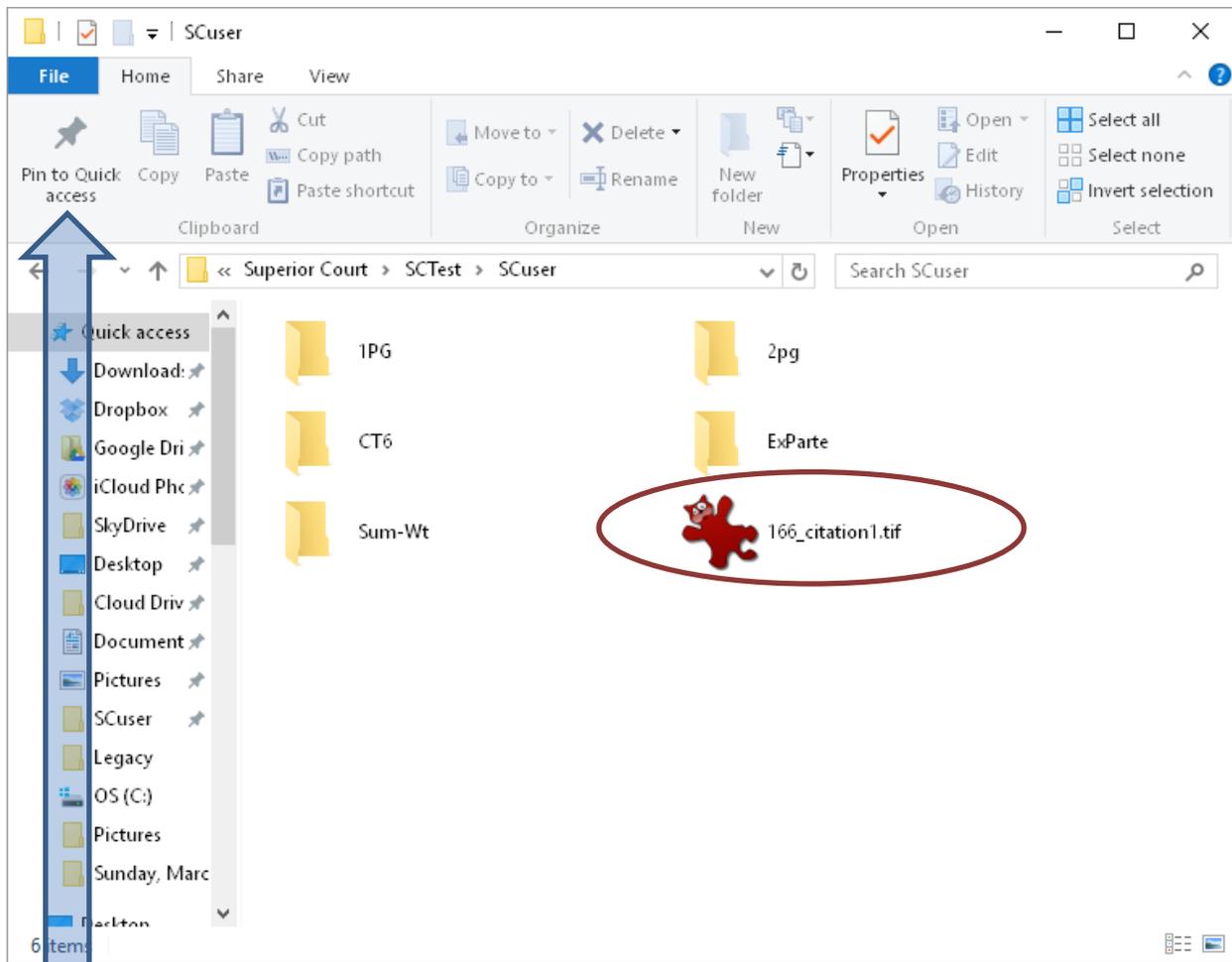


Double-Click on the folder for the Court where you wish to e-file.

Then find your Law Firm Folder – double click on it.



Then find the Attorney folder within the law firm folder for the FTP User you are logged in as.

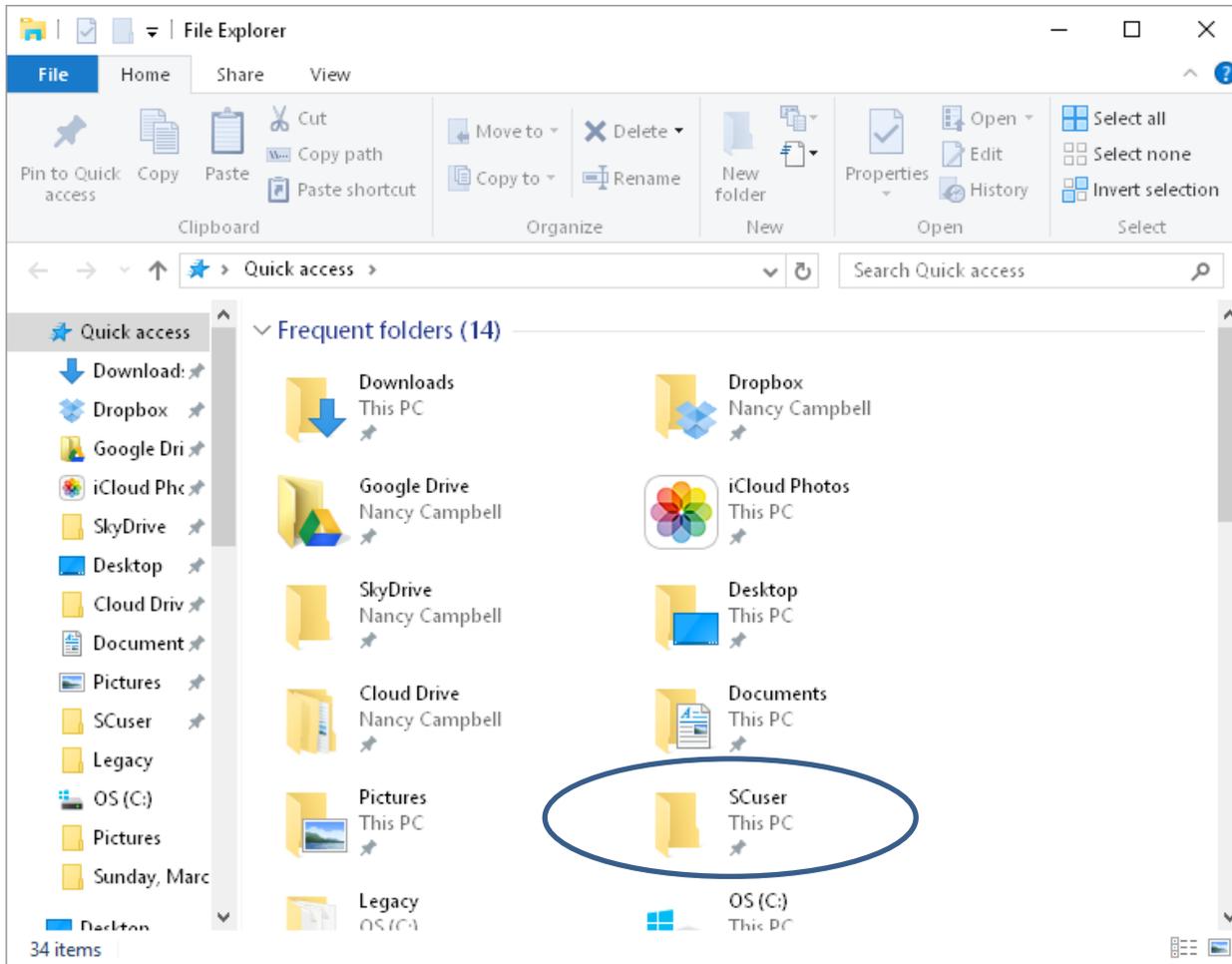


Drag your tif file into the folder.

You should receive a confirmation e-mail as soon as the document is imported within a minutes.

Before you close the window click on "Pin to Quick access"

The next time you Right-Click on the Windows Start Menu, then click “File Explorer” you will see you FTP folder as one of the quick access folder.



When you click on that folder the Log On As box will automatically open, you can type your password, and you will be right where you need to be to transfer tif files to your FTP folder.