

When the menu opens click on File Explorer.

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



The Log On As box opens.

Type User name and Password then click Log On button

Log On	As	×					
<b>?</b> >	Either the server does not allow anonymous logins or the e-mail address was not accepted.						
	TP server: courts.efile.clark.wa.gov						
	User name: SCtestFTP ~						
	Password:						
	After you log on, you can add this server to your Favorites and return to it easily.						
⚠	FTP does not encrypt or encode passwords or data before sending them to the server. To protect the security of your passwords and data, use WebDAV instead.						
	Log on anonymously     Save password						
	Log On Cancel						

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

to Quick Copy Paste Paste shortcut	Move Copy to * to *	New item -	Properties	Select all Select none Invert selection
Clipboard	Organize	New	Open	Select
- → × ↑ 🦞 > The Internet > court	s.efile.clark.wa.gov			
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Double-Click on the folder for the Court where you wish to e-file.

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

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s s	*	Ryan Swanson and Cleveland	Rylander - Associates PC	Salazar Law Offices	Salmon Creek Law Offices
ve	# #	Samuels Yoelin Kantor LLP	Samwel Cousineau PC	Sanchez Mitchell Eastman and Cure	Sanders Defense PLLC
otos	*	Sarah A Silberge Attorney at Law	Sarah Trinh Gal	Schauermann Thayer Jacobs Staples - Edwards PS	Scheer and Zehnder LLP
e s	*	Schimmelbusch Law Group PC	Scholts Law Office	School Districts	Schuck Law LLC
	#	Schwabe Williamson and Wyatt	Scott E. Alexander	Scott Horenstein Law Firm	Scott K Matthews PLLC
		Scott W Swindell Attorney at Law	Scott-Hookland LLP	SCTest	Sean J Williams CPG
arch 18, 2012		Selander OBrien PLLC	Sellers Law Office	Selman Breitman	Senescu Babich PLLC

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



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.