



GUIDE TO E-FILING FOR CIVIL

Clark County District Court began mandatory electronic filing on September 1, 2013 (LGR 30.)

Information and registration forms are available at:

www.clark.wa.gov/courts/district/efiling.html



FILING FEES may be paid online with Point and Pay, or by submitting a check to the District Court office. Please indicate the case numbers and include a copy of your payment confirmation with your e-filing. There is a limit of 5 fees per transaction when paying fees.



NEW CIVIL CASES may be e-filed **after** the filing fee has been paid and a case number has been assigned. To obtain a case number, call District Court at # (360) 397-2060.

Each *new case* should be e-filed separately. A *new case* consists of a Complaint, Summons & Case Cover Sheet, and should be e-filed together as one document; the **Complaint should come first, and then the Summons, and lastly the Case Cover Sheet.**



PLEADINGS & OTHER PAPERS shall be e-filed separately. This refers to filings that are **formatted in accordance with rule GR14.** These filings should have a title, case number and case caption. (i.e. Declarations/ Affidavits/ Returns of Service, etc.)



EXHIBITS may not be e-filed.



WRITS OF GARNISHMENT should be e-filed separately from the Affidavit/Application for Writ of Garnishment. Court issued Writs may be filed by mail or electronically. Conformed copies of *court issued writs* will be mailed to you; a total of four copies will be returned to you.



EX PARTE PLEADINGS should be e-filed separately. (i.e. Motions / Declarations/ Orders) Make sure the case number is correct and that totals add up correctly.

Copies of orders will be returned electronically to the registered user's primary e-mail address.



HEARING CITATIONS/NOTICES should be e-filed no less than five court days before the hearing, per rule CRLJ 5. Hearings must be scheduled with the assigned Judge to the case. For hearing dates call District Court at # (360) 397-2060.

Again, each pleading should be e-filed separately (i.e. Citations/ Motions/ Declarations)

Orders to be presented at a court hearing or trial must be brought to court for the Judge to sign, please do not submit proposed orders electronically.



DOCUMENT REQUESTS (i.e. certified copies, Transcripts of Judgment, Exemplified copies of Judgment) may be e-filed with a copy of your payment confirmation/ receipt, or submitted in writing with a check or money order, and a self-addressed postage paid envelope.

Please include your mailing address on the request.