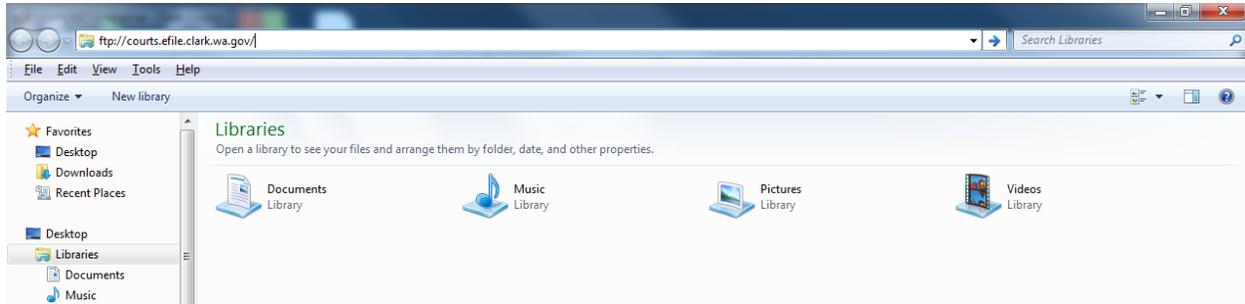


RIGHT-CLICK on Start Button

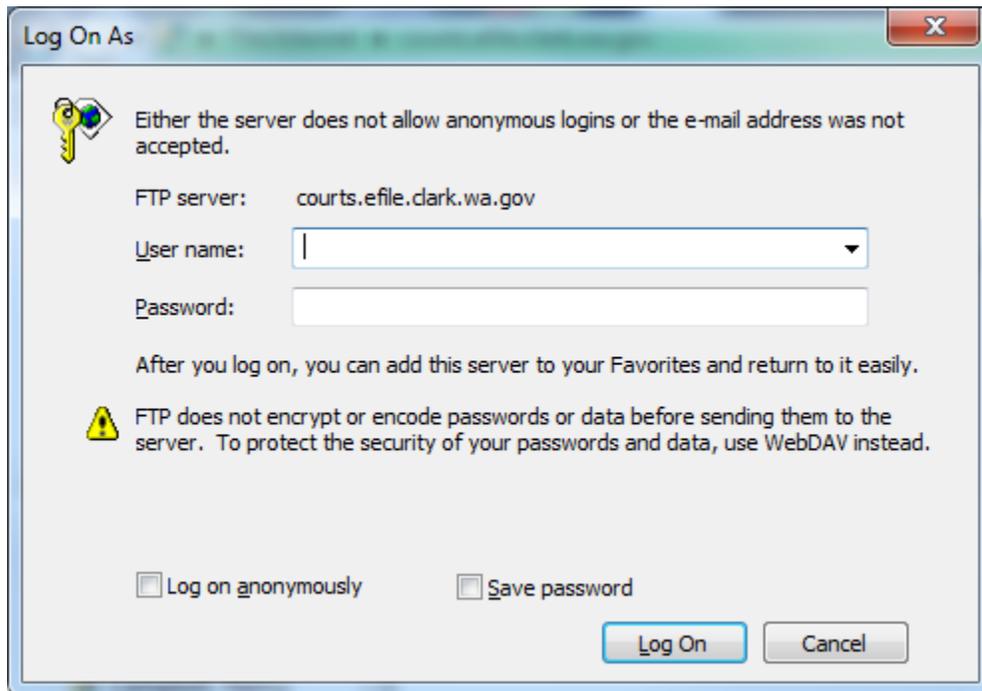
Click Open Windows Explorer

Click in a blank area of the address line where after it says Libraries

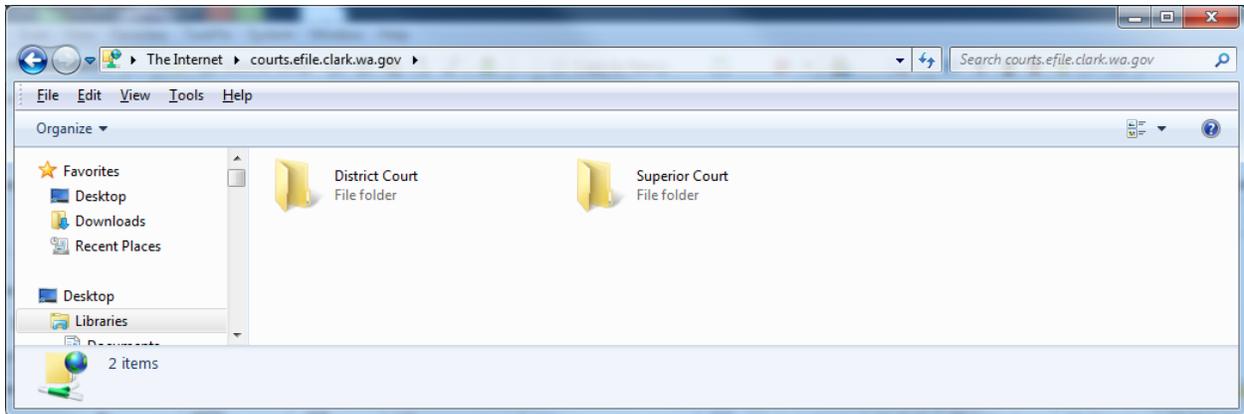
Type <ftp://courts.efile.clark.wa.gov>



After you hit enter the Log on As box will open:



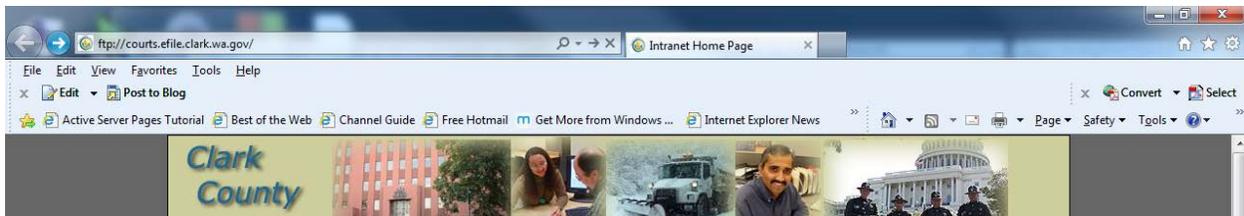
Type your user id and password



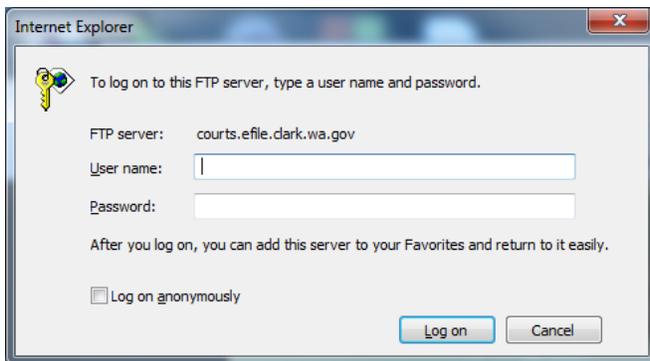
You will see the 2 folder above. Double-click on Superior Court, your Law Firm, then click on attorney name folder, open the folder then drag your tif files that you are e-filing into the folder.

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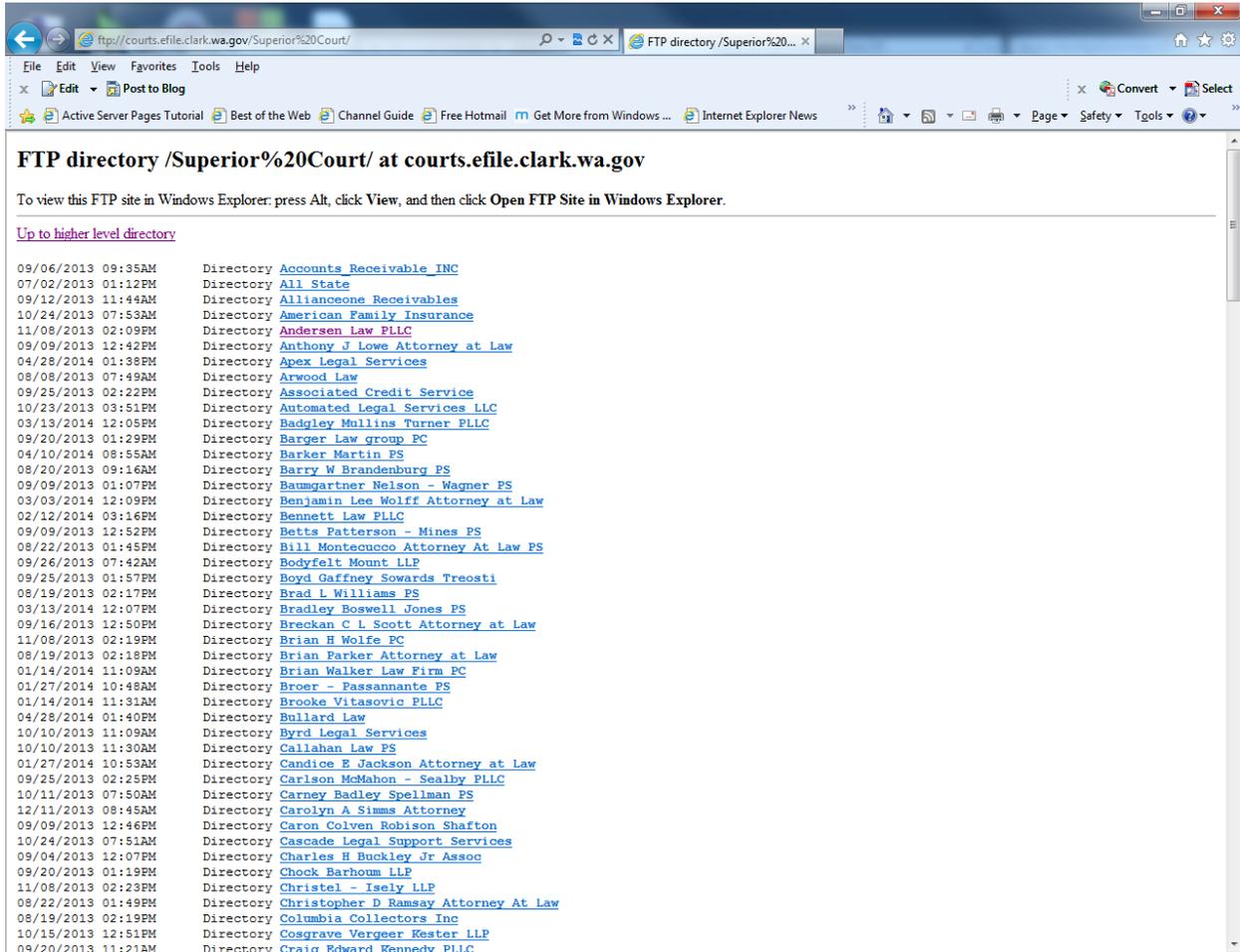
Another way to log in to FTP is type address <ftp://courts.efile.clark.wa.gov> into an INTERNET EXPLORER Address box as shown below, hit Enter, get the log in shown below.



Type your User Name and Password into the Login boxes below. Click Log on.

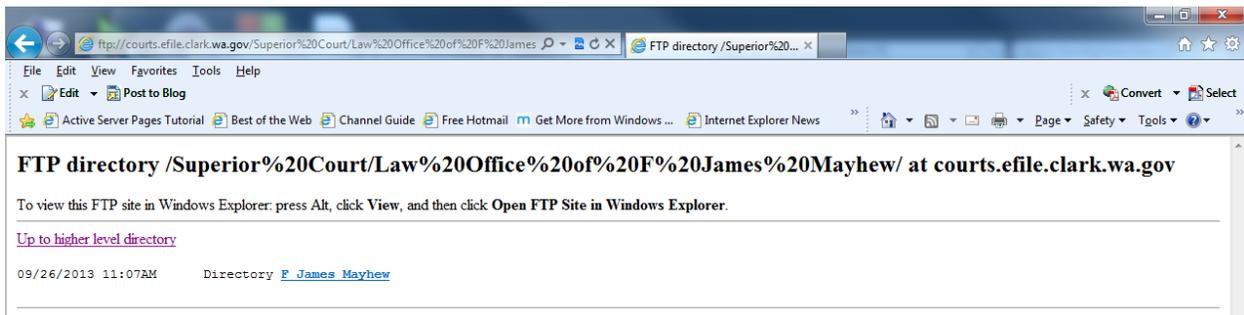


Then click on your Law Firm name

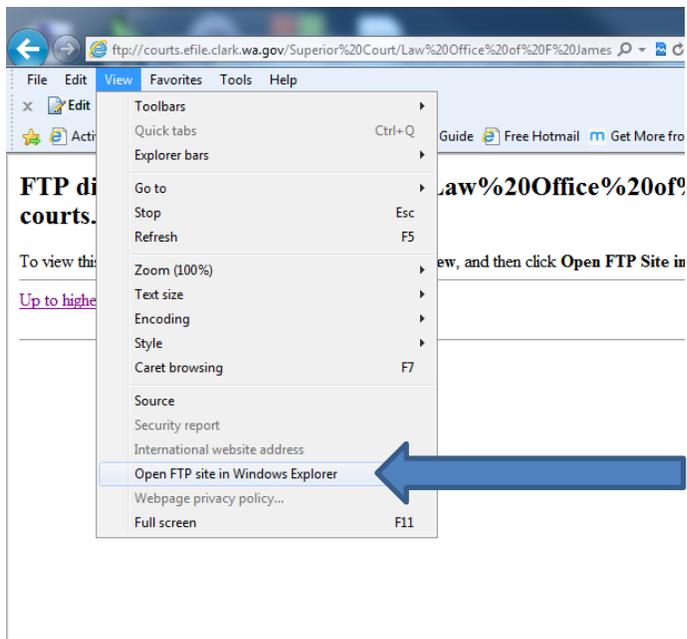


The screenshot shows a web browser window displaying an FTP directory listing. The address bar shows the URL: ftp://courts.efile.clark.wa.gov/Superior%20Court/. The page title is "FTP directory /Superior%20Court/ at courts.efile.clark.wa.gov". Below the title, there is a message: "To view this FTP site in Windows Explorer: press Alt, click View, and then click Open FTP Site in Windows Explorer." A link "Up to higher level directory" is provided. The main content is a list of directory entries, each consisting of a date and time, the word "Directory", and a blue hyperlink to the firm's name. The list includes firms such as Accounts Receivable INC, All State, Allianceone Receivables, American Family Insurance, Andersen Law PLLC, Anthony J Lowe Attorney at Law, Apex Legal Services, Arwood Law, Associated Credit Service, Automted Legal Services LLC, Badgley Mullins Turner PLLC, Barger Law group PC, Barker Martin PS, Barry W Brandenburg PS, Baumgartner Nelson - Wagner PS, Benjamin Lee Wolff Attorney at Law, Bennett Law PLLC, Betts Patterson - Mines PS, Bill Montecuccio Attorney At Law PS, Bodyfelt Mount LLP, Boyd Gaffney Sowards Treosti, Brad L Williams PS, Bradley Boswell Jones PS, Breckan C L Scott Attorney at Law, Brian H Wolfe PC, Brian Parker Attorney at Law, Brian Walker Law Firm PC, Broer - Passannante PS, Brooke Vitasovic PLLC, Bullard Law, Byrd Legal Services, Callahan Law PS, Candice E Jackson Attorney at Law, Carlson McMahon - Sealby PLLC, Carney Badley Spellman PS, Carolyn A Simms Attorney, Caron Colven Robison Shafton, Cascade Legal Support Services, Charles H Buckley Jr Assoc, Chock Barhoum LLP, Christel - Isely LLP, Christopher D Ramsay Attorney At Law, Columbia Collectors Inc, Cosgrave Vergeer Kester LLP, and Craig Edward Kennedy PLLC.

Click on Attorney Name



The screenshot shows a web browser window displaying a specific FTP directory listing. The address bar shows the URL: ftp://courts.efile.clark.wa.gov/Superior%20Court/Law%20Office%20of%20F%20James%20Mayhew/. The page title is "FTP directory /Superior%20Court/Law%20Office%20of%20F%20James%20Mayhew/ at courts.efile.clark.wa.gov". Below the title, there is a message: "To view this FTP site in Windows Explorer: press Alt, click View, and then click Open FTP Site in Windows Explorer." A link "Up to higher level directory" is provided. The main content is a single directory entry: "09/26/2013 11:07AM Directory F James Mayhew".



Then go to the View menu and click on “Open FTP site in Windows Explorer

When the Windows Explorer window opens, the Log on box may open again, and you may have log in with your USER ID and PASSWORD again. It is less steps if you start out Windows Explorer, however, if you do have to type the ftp address into an Internet Explorer Window, the above instruction are here so you know what to expect.