

King County E-filing registration:

King County Superior Court Clerk's "Home" Page
(Currently features information about the
Working Papers Pilot Project)

<http://www.metrokc.gov/kcsc/>

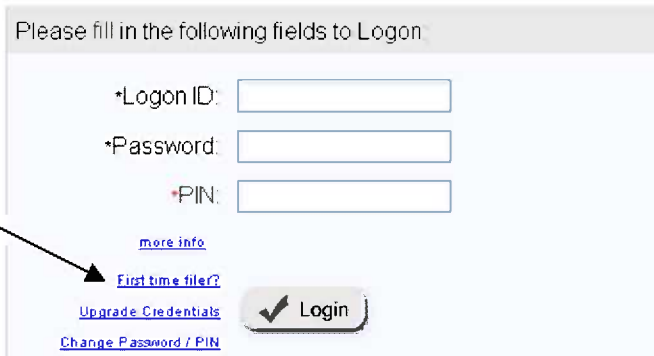
- Note **links across top of page** to Main King County pages
- Note the "**home**" **icon** and links to other services of the clerk which runs along to the right of the home icon
- Note the link to **ECR Online** (pay service for retrieval of documents)
<https://dja-ecreweb.metrokc.gov/ecronline>
- And the link to **E-Filing** (where you actually file)
<http://www.metrokc.gov/kcsc/EfilingInfo.htm>
- Note the link to more information about the pilot project and help section. It says "Click here for more information, including forms, and instructions."
<http://www.metrokc.gov/kcsc/eworkingpapers/eworkingpapers.htm>
- Scroll down for instructions on how to obtain your filing ID and password.

3. NEW USER? How to Obtain Logon ID:

Follow these steps to set up your Logon ID, password, and PIN.

- Select [First time filer?](#)
- Select "Expanded "
- Fill in the REQUIRED fields on the form:
First Name
Last Name
Date of Birth
- For "Driver License #" (no longer required by GR 30, but required to complete this form) enter "ABCD" or any few letters and numbers.
- Create and enter your own 8-character Logon ID –WRITE IT DOWN*
- Create and enter your 8-character Password – and WRITE IT DOWN*
Password must contain at least: one special character (\$, # and @ symbols) and 2 of the following 3: uppercase letters, lowercase letters and numbers.

- Click on the E-filing link. It will look like this:



The screenshot shows a login form titled "Please fill in the following fields to Logon". It contains three input fields: "*Logon ID:", "*Password:", and "*PIN:". Below the fields are several links: "more info", "First time filer?", "Upgrade Credentials", and "Change Password / PIN". A "Login" button with a checkmark is at the bottom right. An arrow points from the left margin to the "First time filer?" link.

Click on [First time filer?](#)

Choose Expanded:

King County **eFiling** SUPERIOR COURT CLERK'S OFFICE

INSTRUCTIONS
Please enter your logon information to logon.
(You cannot use your browser's "back" button)

Request an AOC Logon Account

You can choose from two levels:

- Basic**
No E-Filing of declarations or affidavits
- Expanded**
May E-File sworn declarations and affidavits
[Explanation of differences](#)

[Return to Login](#)

Sign up: Signing up for an Expanded AOC Logon Account

* indicates required fields

Please fill in the following fields:

*First Name:

Middle Name:

*Last Name:

*Date of Birth:
(mm/dd/yyyy)

Bar Number:

Contact email:

Driver's License #

State ID #

*Logon ID:
(exactly 8 characters)

*Password:
(exactly 8 characters)

*PIN:
(exactly 4 numeric characters)

Note special requirements for ID and password, and plan ahead.

BE SURE TO WRITE DOWN YOUR LOGON, PASSWORD AND PIN

Miscellaneous tips:

- You can set up a logon and password for the attorney. It is okay for you to use the attorney's logon to file (if it is okay with the attorney.)
- Note the “/s formatted signatures” for attorney and Joe Citizen, about halfway down on this page: <http://www.metrokc.gov/kcsc/EfilingInfo.htm>