

# **Electronic Filing-Party Web Portal**



Court of Appeals, Division III 500 N Cedar ST Spokane, WA December 2016

# Accessing the Electronic Filing Screen

Insert the following address into your Internet Web Browser address field:

## http://www.courts.wa.gov/jis/?fa=jis.coaFiling



You will be presented with the Washington Courts login screen.

### •Insert your JIS Link User ID and Password.

JIS-Link information and materials may be found at <u>www.courts.wa.gov/jislink</u>. If assistance is needed after you have reviewed the JIS Link information, you may contact Jonathan George, AOC Public Link, Financial Services at 360-704-4145.

County/City Prosecuting attorneys or public defense counsel needing assistance can also contact the <u>JIS-Link Administrator</u> (<u>http://www.courts.wa.gov/jislink/index.cfm?fa=jislink.contact</u>)

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### • Click-Continue



# **Document Filing Page**

The filing form for documents being electronically filed with the Court of Appeals, Division III, is shown at right.

**One** electronic document file may be filed with each transaction. (Appendices may be attached within the one file sent.)

Case type: All case types.

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	Complete	e the followir	ng form and then o	lick the "Browse" b	utton to select	the file that	will be se	nt to the Court. Once yo	u have selected the file	
	attachme	ent, click the	"Send File and Tra	ansmittal Information	" button. You	will receive a	a confirma	tion email if the file is tr	ansmitted successfully.	
								Fields marked with	an asterisk (*) are required.	
	Contact	t Informatio	on							
	* Name		Renee S Townsle	у						
	-	nization:	COA, Division III							
	* Email	Address:	renee.townsley@	courts.wa.gov [Add/	Modify Email in you	ur JIS Profile]				
	Transm	ittal Inforn	nation							
	Case Na	ame:								
	* Court	of Appeals	Case Number:							
				(Not Required if Or	iginal PRP or Mot	tion for Discret	ionary Revie	w on a newly filed Notice for	Discretionary Review)	
		espresente								
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## **Steps to File:**

## A. Transmittal Information

- 1. Type in the full case title name. See RAP 3.4.
- 2. Enter the Court of Appeals (COA) number if one has been assigned.
- 3. Type in the name of the party you represent.
- 4. Personal Restraint Petition filings will require the originating trial court county to be selected and the superior court case number to be indicated.

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	attachment, click t	the "Send File and Ti	ransmittal Informa	ation" button. Y	ou will receive	e a confirma	ation email if the file i	is transmitte	successfully.	
							Fields marked	with an asteris	(*) are require	d.
	Contact Informa	ntion					Fields marked	with an asteris	(*) are require	d.
							Fields marked	with an asterisl	t (*) are require	d.
	* Name:	Renee S Townsk	ey				Fields marked	with an asterisl	(*) are require	d.
	* Name: * Organization:	Renee S Townsk COA, Division III		fadd/Modify Email i	n your IIS Profile]		Fields marked	with an asteris	t (*) are require	d.
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	* Name: * Organization:	Renee S Townsk COA, Division III renee.townsley@		[Add/Modify Email is	n your JIS Profile]		Fields marked	with an asteris	: (*) are require:	d.
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# **B.** Describe the document being filed:

- 1. Click on the appropriate box for the paperwork being filed with the appellate court. Drop down boxes have been provided to define the document more fully.
- 2. The "other" field can be used for any information that will be of interest to the COA or should be noted regarding the new filing.
- 3. Each document should be filed separately along with the associated proof of service.

* Descr	ibe the Document being Filed:
0	Designation of Clerk's Papers
0	Statement of Arrangements
0	Motion for Discretionary Review
0	Motion: Type of Motion
0	Response/Reply to Motion: Type of Motion 🗸
0	Brief
0	Statement of Additional Authorities
0	Affidavit of Attorney Fees
0	Cost Bill
0	Objection to Cost Bill
0	Affidavit
0	Letter
0	Copy of Verbatim Report of Proceedings - No. of Volumes: Hearing Date(s):
0	Personal Restraint Petition (PRP)
0	Response to Personal Restraint Petition
0	Reply to Response to Personal Restraint Petition
0	Petition for Review (PRV) (The PRV Filing Fee should be paid directly to the Supreme Court Clerk's Office.)
0	Other:
Com	ments:
	$\sim$

## C. Proof of Service

- 1. Proof of Service is required to be submitted at the time of electronic filing.
- The proof of service documentation should be included in the file being attached and forwarded to the court whether you do electronic service or not.

If email service is being done, you can utilize the e-service feature on the court's filing page or use your own email account to initiate the message. GR 30(b)(4)

If the court's email service is used, an automatic email will be generated to the addresses you insert with a Cc: copy to you. The documents being filed with the court will appear as attachments to the email along with the transmittal letter (proof of filing).

#### Proof of Service

#### \* Proof of Service is Required

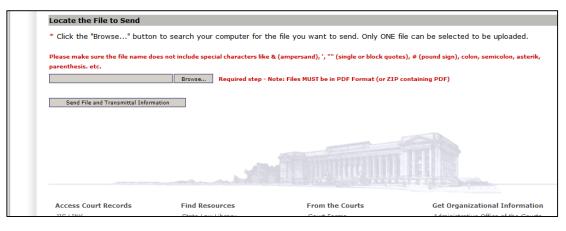
Proof of service is attached (RAP 18.5, CR5)

Email service by agreement is made to the following parties, GR30(a)(4):

Email Address 1:	Email Address 5:
Email Address 2:	Email Address 6:
Email Address 3:	Email Address 7:
Email Address 4:	Email Address 8:

## D. Locate the File to Send

- 1. Click on the Browse button at the bottom of the screen and select the file located on your system containing the document and proof of service to be forwarded.
- RAP and Division III requirements for copies will **not** apply to documents filed electronically.
- 3. Only one file may be attached and the file type must be **PDF and word searchable (OCR)**. (Black & white only. No color scans or pleadings. Pursuant to GR 14 and file size considerations.)
- 4. File size should not exceed 80 MB. Documents filed having a file size over 80 MB will need to be filed in two or more files. When this is necessary, you may zip all files for the one document into a folder and attach the folder to your electronic filing.



# Filing Example

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Case N	ame:		State of Wa	ashington v John I	Doe				
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Party R	Respresente	d:	Appellant						
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## **Transmittal Letter**

**Washi** 

Washir

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When you have selected the file attachment and clicked on the "Send File and Transmittal information" button you will receive an automatic confirmation transmittal letter. This transmittal letter will be a replacement to the practice of returning conformed file stamped copies to the filing party. A copy of the transmittal letter will also be forwarded to the Court of Appeals, Division III (COA3).

You should print a copy of the letter for your files when it appears on your computer screen. This will be your only proof of filing notice unless you also use the email service feature on the filing page.

The COA3 will automatically receive an email message that a document has been uploaded for retrieval, who filed the document and the file name of the attachment.

The COA3 will then directly access the documents uploaded, save them into the court document imaging system and process as usual. The date and time on the Transmittal Letter determines the filing date with the Court. GR30(c)(1)

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	Appeals Case Number:	34002-3									
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# **E-mail Service Message**

An example of the email service message is shown on the right if that feature is used on our electronic filing page.

From: The person filing

To: Parties being served

**Cc:** The person filing gets a copy of the email for proof of service record.

The **file attachments** are copies of the transmittal letter and the document file uploaded to the Court of Appeals, Division III.

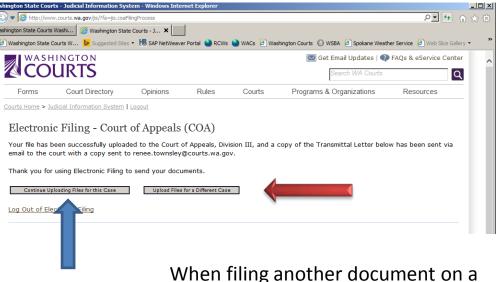
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🔤 Message	🔁 340023-20161201-115647.pdf (69 KB)	
	🔁 340023-340023 App Brief Filing Example-upldVersion2.pdf (353 KB)	
	er: 34002-3 ee S Townsley n: COA. Division III	

Attached is a copy of the Transmittal Letter and document(s) named 340023-340023 App Brief Filing ExampleupldVersion2.pdf that Renee S Townsley from COA, Division III electronically filed with the Court of Appeals, Division Three in case number 34002-3.

The Court of Appeals, Division III will treat the attached transmittal letter as proof of service on you.

# **Multiple Filings**

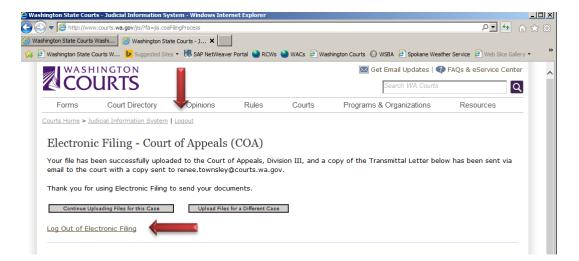
When filing more than one document during a session for the <u>same</u> case, click on the "Continue Uploading Files for this Case" as indicated by the blue arrow. You will not have to repeat your case identification entries at the top of the next transmittal form.



When filing another document on a <u>different</u> case, click the "Upload Files for a Different Case" button as indicated by the red arrow above.

## **Logging Out**

**Logout** when done electronically filing documents with the court by clicking on one of the **Logout** prompts indicated by the red arrows at right.



**Electronic Filing Parameters:** 

- Signatures: Either a scanned image of your actual signature on documents or a "signature" as specified in GR 30(d)(2)(a) is acceptable when electronically filing.
- **Case Type:** All case types.
- Time of Filing: An electronic document will be considered filed when it is received by the clerk's computer during the clerk's office business hours of 8:00 a.m. 4:30 p.m. If a document is transmitted after 4:30 p.m. it will be filed with the court the next judicial day. GR30(c)(1)
- Electronic Transmission from the Court: The Court will electronically transmit hearing notices, orders, opinions, rulings or other correspondence to the parties via email.

Thank you for utilizing the Electronic Filing Web Portal for the Court of Appeals, Division III

## George B. Fearing, Chief Judge



Kevin M. Korsmo Judge

Rebecca L. Pennell Judge

Jay Bromme Commissioner/ Senior Staff Attorney

Renee Townsley, Clerk/Administrator

## Laurel H. Siddoway Judge

Robert E. Lawrence-Berrey Acting Chief Judge

> Monica Wasson Commissioner