



# 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>



# Sign In

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 [www.courts.wa.gov/jislink](http://www.courts.wa.gov/jislink). 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 [JIS-Link Administrator](http://www.courts.wa.gov/jislink/index.cfm?fa=jislink.contact) (<http://www.courts.wa.gov/jislink/index.cfm?fa=jislink.contact>)

- Click-Submit

The screenshot shows the Washington Courts website's login page for the Court of Appeals (COA). The page title is "Electronic Filing - Court of Appeals (COA) Login". It includes a welcome message and instructions for users. There are two input fields: "RACFID:" and "Password:". Below these fields is a "Submit" button, which is highlighted by a red arrow. The page also contains links for "Forgot your RACF ID/User ID or password" and "Subscribe to this service". At the bottom, there are sections for "Access Court Records", "Find Resources", "From the Courts", and "Get Organizational Information".

- 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.

Washington State Courts - Judicial Information System Court of Appeals-Division III - Spokane - Internet Explorer

https://www.courts.wa.gov/jis/7fa=js.cofilingForm&div=3

Washington State Courts - J...

File Edit View Favorites Tools Help

Odyssey Portal Dictionary-Thesaurus Washington State Courts W... Suggested Sites SAP NetWeaver Portal RCWs WACs Washington Courts WSBA

WASHINGTON COURTS

Get Email Updates | FAQs & eService Center

Search WA Courts Site

Forms Court Directory Opinions Rules Courts Programs & Organizations Resources

Courts Home > Judicial Information System | Logout

### Electronic Filing - Court of Appeals (COA)

Welcome to the Electronic Filing page for the Court of Appeals-Division III - Spokane.

Complete the following form and then click the "Browse..." button to select the file that will be sent to the Court. Once you have selected the file attachment, click the "Send File and Transmittal Information" button. You will receive a confirmation email if the file is transmitted successfully.

Fields marked with an asterisk (\*) are required.

#### Contact Information

\* Name: Renee S Townsley

\* Organization: COA, Division III

\* Email Address: renee.townsley@courts.wa.gov [Add/Modify Email in your JIS Profile]

#### Transmittal Information

Case Name: [Text Box]

\* Court of Appeals Case Number: [Text Box]  
(Not Required if Original PRP or Motion for Discretionary Review on a newly filed Notice for Discretionary Review)

Party Represented: [Text Box]

\* Is This a Personal Restraint Petition? ☐ Yes ☐ No

Trial Court County: [Dropdown Menu] Superior Court #: [Text Box]

\* Describe the Document being Filed:

- ☐ Designation of Clerk's Papers
- ☐ Statement of Arrangements
- ☐ Motion for Discretionary Review
- ☐ Motion: [Type of Motion Dropdown Menu]
- ☐ Response/Reply to Motion: [Type of Motion Dropdown Menu]
- ☐ Brief
- ☐ Statement of Additional Authorities
- ☐ Affidavit of Attorney Fees
- ☐ Cost Bill

## 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.

Washington State Courts - JIS

File Edit View Favorites Tools Help

Odyssey Portal Dictionary-Thesaurus Washington State Courts W... Suggested Sites SAP NetWeaver Portal RCWs WACs Washington Courts WSBA

WASHINGTON COURTS

Get Email Updates | FAQs & eService Center

Search WA Courts Site

Forms Court Directory Opinions Rules Courts Programs & Organizations Resources

Courts Home > Judicial Information System | Logout

### Electronic Filing - Court of Appeals (COA)

Welcome to the Electronic Filing page for the Court of Appeals-Division III - Spokane.

Complete the following form and then click the "Browse..." button to select the file that will be sent to the Court. Once you have selected the file attachment, click the "Send File and Transmittal Information" button. You will receive a confirmation email if the file is transmitted successfully.

Fields marked with an asterisk (\*) are required.

#### Contact Information

\* Name:

\* Organization:

\* Email Address:  [\[Add/Modify Email in your JIS Profile\]](#)

#### Transmittal Information

Case Name:

\* Court of Appeals Case Number:

(Not Required if Original PRP or Motion for Discretionary Review on a newly filed Notice for Discretionary Review)

Party Represented:

\* Is This a Personal Restraint Petition? ☐ Yes ☐ No

Trial Court County:  Superior Court #:

## 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.

**Describe the Document being Filed:**

☐ Designation of Clerk's Papers

☐ Statement of Arrangements

☐ Motion for Discretionary Review

☐ Motion:

☐ Response/Reply to Motion:

☐ Brief

☐ Statement of Additional Authorities

☐ Affidavit of Attorney Fees

☐ Cost Bill

☐ Objection to Cost Bill

☐ Affidavit

☐ Letter

☐ Copy of Verbatim Report of Proceedings - No. of Volumes:

Hearing Date(s):

☐ Personal Restraint Petition (PRP)

☐ Response to Personal Restraint Petition

☐ Reply to Response to Personal Restraint Petition

☐ Petition for Review (PRV) (The PRV Filing Fee should be paid directly to the Supreme Court Clerk's Office.)

☐ Other:

Comments:



## C. Proof of Service

1. Proof of Service is required to be submitted at the time of electronic filing.
2. 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	
<input type="checkbox"/> Proof of service is attached (RAP 18.5, CR5)	
<input type="checkbox"/> Email service by agreement is made to the following parties, GR30(a)(4):	
Email Address 1:	<input type="text"/>
Email Address 2:	<input type="text"/>
Email Address 3:	<input type="text"/>
Email Address 4:	<input type="text"/>
Email Address 5:	<input type="text"/>
Email Address 6:	<input type="text"/>
Email Address 7:	<input type="text"/>
Email Address 8:	<input type="text"/>



## 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.
2. 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.



The screenshot shows a web interface titled "Locate the File to Send". It contains the following elements:

- A header bar with the title "Locate the File to Send".
- A paragraph of instructions: "\* Click the 'Browse...' button to search your computer for the file you want to send. Only ONE file can be selected to be uploaded."
- A red warning text: "Please make sure the file name does not include special characters like & (ampersand), ' ' (single or block quotes), # (pound sign), colon, semicolon, asterik, parenthesis, etc."
- A text input field for the file name.
- A "Browse..." button.
- A red note: "Required step - Note: Files MUST be in PDF Format (or ZIP containing PDF)"
- A "Send File and Transmittal Information" button.
- A background image of a classical building.
- A footer with four links: "Access Court Records", "Find Resources", "From the Courts", and "Get Organizational Information".

## Filing Example

Washington State Courts - Judicial Information System Court of Appeals-Division III - Spokane - Internet Explorer

https://www.courts.wa.gov/jis/?fa=js.coaFilingForm&div=3

Washington State Courts - J... X

Odyssey Portal Dictionary-Thesaurus Washington State Courts W... Suggested Sites SAP NetWeaver Portal RCWs WACs Washington Courts

WASHINGTON COURTS

Get Email Updates | FAQs & eService Center

Search WA Courts Site

Forms Court Directory Opinions Rules Courts Programs & Organizations Resources

Courts Home > Judicial Information System | Logout

### Electronic Filing - Court of Appeals (COA)

Welcome to the Electronic Filing page for the Court of Appeals-Division III - Spokane.

Complete the following form and then click the "Browse..." button to select the file that will be sent to the Court. Once you have selected the file attachment, click the "Send File and Transmittal Information" button. You will receive a confirmation email if the file is transmitted successfully.

Fields marked with an asterisk (\*) are required.

#### Contact Information

\* Name: Renee S Townsley

\* Organization: COA, Division III

\* Email Address: renee.townsley@courts.wa.gov [Add/Modify Email in your JIS Profile]

#### Transmittal Information

Case Name: State of Washington v John Doe

\* Court of Appeals Case Number: 12345-6  
(Not Required if Original PRP or Motion for Discretionary Review on a newly filed Notice for Discretionary Review)

Party Respresented: Appellant

\* Is This a Personal Restraint Petition? ☐ Yes ☒ No

Trial Court County: County Superior Court #

\* Describe the Document being Filed:

☐ Designation of Clerk's Papers

☐ Statement of Arrangements

☐ Motion for Discretionary Review

☐ Motion: Type of Motion

☐ Response/Reply to Motion: Type of Motion

☒ Brief

☐ Statement of Additional Authorities

☐ Affidavit of Attorney Fees

☐ Cost Bill

☐ Objection to Cost Bill

## Transmittal Letter

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)

The screenshot shows a web browser window titled "Washington State Courts - Judicial Information System - Internet Explorer". The address bar shows the URL "https://www.courts.wa.gov/jis/?fa=js.coaFilingProcess". The page header includes the Washington State Courts logo and navigation links: Forms, Court Directory, Opinions, Rules, Courts, Programs & Organizations, and Resources. Below the header, the page title is "Electronic Filing - Court of Appeals (COA)". The main content area contains a confirmation message: "Your file has been successfully uploaded to the Court of Appeals, Division III, and a copy of the Transmittal Letter below has been sent via email to the court with a copy sent to renee.townsley@courts.wa.gov." It also includes a thank you message and two buttons: "Continue Uploading Files for this Case" and "Upload Files for a Different Case". Below these buttons is a link "Log Out of Electronic Filing". The transmittal letter itself is dated "December 01, 2016 - 11:44 AM" and is titled "Transmittal Letter". It lists the following information: Document Uploaded: 340023-340023 App Brief Filing Example.pdf; Case Name: State of Washington v John Doe; Court of Appeals Case Number: 34002-3; Party Represented: Appellant; Is This a Personal Restraint Petition? (Yes/No checkboxes, with No selected); Trial Court County: \_\_\_ - Superior Court # \_\_\_. Below this is a section titled "Type of Document being Filed:" with a list of checkboxes: Designation of Clerk's Papers / Statement of Arrangements, Motion for Discretionary Review, Motion: \_\_\_, Response/Reply to Motion: \_\_\_, Brief (checked), Statement of Additional Authorities, Affidavit of Attorney Fees, Cost Bill / Objection to Cost Bill, Affidavit, Letter, Electronic Copy of Verbatim Report of Proceedings - No. of Volumes: \_\_\_, Hearing Date(s): \_\_\_, and Personal Restraint Petition (PRP).

## E-mail Service Message

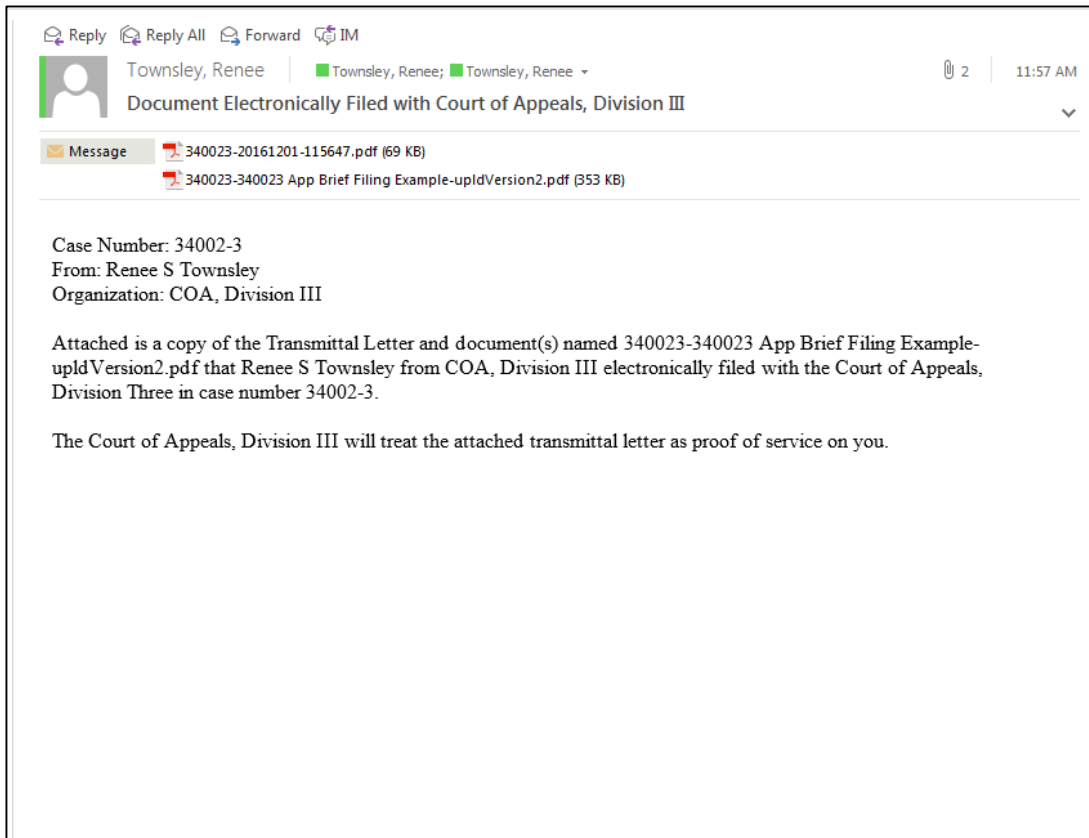
An example of the email service message is shown on the right if that feature is used on our electronic filing page.

**From:** The person filing

**To:** Parties being served

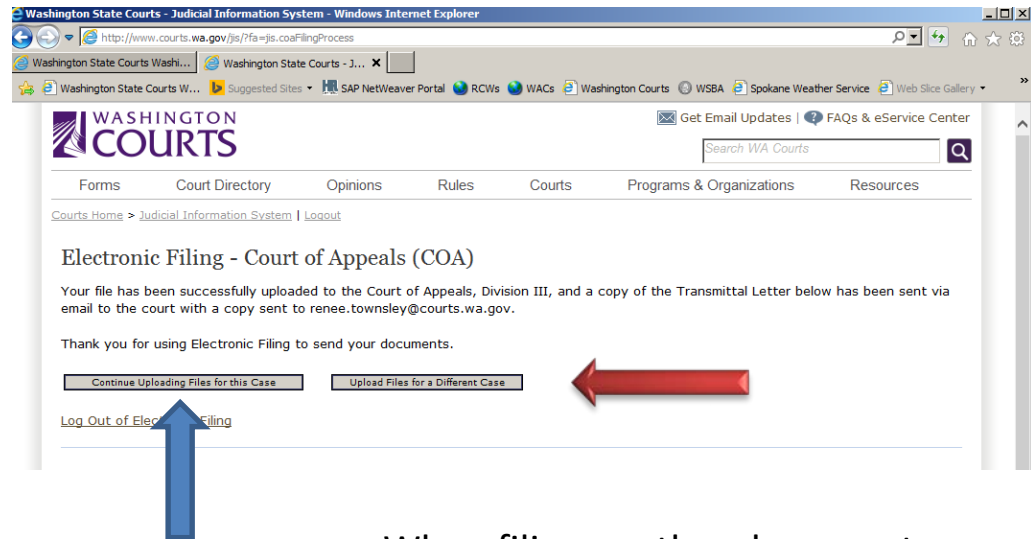
**Cc:** The person filing gets a copy of the email for proof of service record.

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



## Multiple Filings

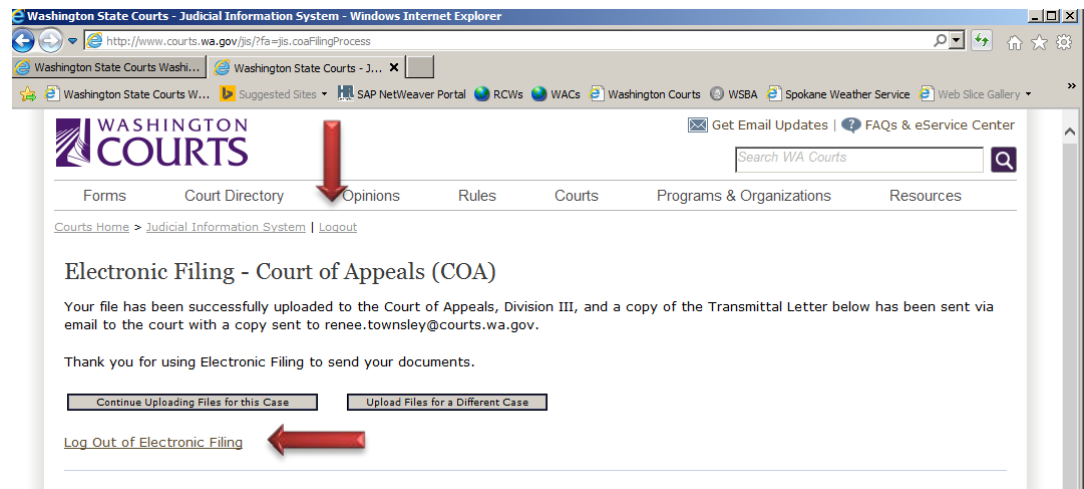
When filing more than one document during a session for the **same** case, click on the “Continue Uploading Files for this Case” as indicated by the blue arrow. You will not have to repeat your case identification entries at the top of the next transmittal form.



When filing another document on a **different** 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**

**Laurel H. Siddoway**  
Judge

**Robert E. Lawrence-Berrey**  
Acting Chief Judge

**Monica Wasson**  
Commissioner



**Kevin M. Korsmo**  
Judge

**Rebecca L. Pennell**  
Judge

**Jay Bromme**  
Commissioner/  
Senior Staff Attorney

**Renee Townsley, Clerk/Administrator**