

**E-filing Instructions**  
**Revised March 11, 2022**

Send all E-Filing to [EfileSJCclerk@sanjuanco.com](mailto:EfileSJCclerk@sanjuanco.com)

1. Each document filed must be a separate **PDF document**. Only pdf documents are acceptable for filing. No xml, png, tif, docx, zip files or the like will be opened or attached. The clerks will not merge your document.
2. Please name your document to allow the clerk to recognize your case and document.  
For Example:
  - a. Smith 20-2-05001-28 Decl of Service
  - b. Smith 20-2-05001-28 Response
3. In your email transmitting your filing, please include the full case number in the subject line of the email.
4. Please note any special instructions in your email. Otherwise documents will simply be filed. The filer will receive a single response either "Received" or "Rejected". If rejected you will be advised as to why your filing was rejected. (i.e. improper format, invalid case number, illegible, page count discrepancy, etc).
5. There is no limit on the number of pages allowed for e-filing however PDF attachments in one email totaling more than 20MB will not be delivered by most email servers. If your document exceeds 20MB you may not e-file. The Clerk's Dropbox, mail, or in person filing is available.
6. Local Rule 10 requires a Total Page Count, including any attachments, on page 1 of your filing.
7. E-filed documents must be received by 4:00 pm to be file stamped the same day.
8. **If you have not received a confirmation email by 4:30 pm the day of filing, please reach out to the Clerk's office. A document is considered electronically filed when a responsive email is provided by the Clerk.**
9. **Lodged Orders** – Please note in your filing whether your Order is to be filed as Proposed, or only Lodged. Lodged/Proposed orders should also be copied to Court Administration.

**Important Notes on E-filing**

E-filed documents exist in their entirety in the electronic case file. We are no longer maintaining hard copy physical files.

E-filed documents that do not require a filing fee will appear in Odyssey Portal when you receive notice that your pleading has been received and filed. If you do not have access to Portal and require a file stamped version of your filing, please request a conformed copy be emailed to you. Pursuant to RCW 36.18.016 **normal copy fees apply**.

The following are examples of documents not appropriate for E-filing:

Exhibits for hearings  
Original Wills  
Certified records of proceedings for purposes of appeal  
Negotiable instruments  
Documents of foreign governments under official seal.

**\*\*CHANGES HIGHLIGHTED\*\***