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## eFileWA Filer Resources and Clerk Guidelines

Kitsap County is participating in an eFile pilot program through the Administrative Office of the Courts (AOC). We appreciate your patience as we navigate this new service. Local Clerk policies will be developed and updated as needed.

Emergency ex-parte filings should not utilize this platform but continue following the <u>emergency email procedures</u>. Proposed orders will be rejected through eFile.

Civil Protection Order filings should continue following the <u>protection order email filing</u> procedures.

**Fees**: There is not a fee to utilize this service however there may be applicable filing fees and ecommerce transaction fees. Please refer to our fee schedule for more information.

**Bench Copies**: eFiling judicial working copies is not currently available. Please continue following <u>local court rules</u> for submitting bench copies.

**Registration**: To register, <u>select eFile WA</u> and review additional e-filing information, training videos, manuals, and FAQ's. If you haven't completed a training webinar, it is strongly recommended you review the "Information for Filers" section on the registration page. New case filings must follow the <u>eFiling document order</u>.

**Training**: Tyler Technologies offers online training videos, webinars, and written documentation on how to electronically file documents using eFile & Serve. This training material is free and can be accessed at the below link. Please click here for eFileWA resources.

**E-Filing Support & Assistance**: EFS is hosted by Tyler Technologies, which provides customer support to users; court staff have a limited ability to assist with technical e-filing questions and problems.

If you experience a problem with e-filing or registration due to **technical issues** with the application, please contact EFS Support:

Email: efiling.support@tylertech.com

Phone: 800-297-5377

Tyler support hours are 7:00 a.m. - 7:00 p.m. CST, excluding Tyler Technologies

holidays.

For questions related to the e-filing application, technical or registration issues, please visit Tyler Technologies' <u>FAQ page</u>. If you have questions that are not answered in these FAQ's, or you are unable to resolve an issue, please contact the Clerk's e-filing support team at <u>exparte@kitsap.gov</u>.