



## **E-Filing in Pierce County**

### **Frequently Asked Questions (FAQs)**

#### **General Questions**

**1) Is there a fee to e-file documents?**

E-filing is free for non-fee documents. Fee related documents are subject to the standard fee schedule, plus the standard Pierce County ecommerce transaction fee (\$1 per transaction).

**2) What if I cannot meet the requirement to e-file?**

If you are an attorney and are unable to electronically file for a specific reason, you must apply to the Clerk for a waiver to file documents in paper form. Please contact the Clerk's Office directly at 253-798-7455 for more information.

**3) If I e-mail my documents to the Clerk for filing, will I meet the requirement to e-file?**

No. Electronic documents must be submitted to the Clerk via the LINX website.

**4) Do I need to submit all my documents electronically?**

PCLGR 30 requires that all document filed by an attorney are done so electronically. There are however listed exceptions.

Please refer to the Local Rule or contact the Clerk's Office directly for more information.

**5) Can I use the eFiling application to initiate a new case?**

Yes, for most cases. Please see PCLGR 30 for a list of documents that shall not be e-filed.

Estate cases with an original Will can be filed electronically with the Will being brought to the Clerk's Office at the time the Order is presented.

**6) Am I required to e-file new cases?**

For most new cases the answer is "Yes"; however, there are certain exceptions. Please see PCLGR 30 for more information.

**7) Can I e-file anytime, including weekends and holidays?**

Yes. The LINX application is available for use anytime on any day. However, documents submitted after 4:30 pm Monday through Friday, or on weekends and holidays, will be considered filed on the next regular court day.

**8) How do I sign e-filed documents?**

See GR 30 for accepted procedures for signing electronic documents.

**9) Can I serve other parties and counsel electronically?**

Yes. GR 30(4) allows for parties to electronically serve documents on other parties if they agree to accept eService.

**10) Am I supposed to e-file proposed orders?**

No. Proposed orders are not filed, unless as an attachment to the original e-filed motion. Proposed orders should be included as part of your e-Ex Parte and e-Working copies via the LINX application.

**11) How do I e-file sealed documents?**

When e-filing a document to be sealed, there is an option to indicate that an Order Sealing has been previously filed pertaining to your document. Select the box and the date the order was filed. The Clerk's Office will verify the Order Sealing has been filed and accept your document under Seal.

If the document you are submitting falls under the rules listed in GR22, you must have a coversheet on the document to indicate it is to be filed under seal. Do not select the box that indicates an Order has been previously signed.

**12) Can I still fax my documents to the clerk for filing?**

Effective January 1, 2012 Attorneys will no longer be authorized to file by fax

Pro Se/self represented parties should contact the Fax Clerk directly at 253-798-3496 for more information.

**Processing Questions**

**13) What document file format types will the LINX application accept?**

The LINX application will only accept PDF (Portable Document Format) at this time.

**14) When will my document(s) be considered "Filed" with the Clerk's Office?**

When a document or new case, is submitted to the Clerk's Office during normal business hours (8:30-4:30 Monday through Friday) there is a time stamp placed on the document(s) that indicate when the filing was submitted. Once a clerk accepts the document(s) for filing, it will be considered "filed" at the date and time listed on the time stamp.

If a document is submitted outside of normal business hours, it will be considered "filed" at 8:30 am the following regular court day.

**15) How long will it take for my documents to be processed?**

The document queue in the Clerk's Office is checked frequently throughout the day.

**16) Can my e-filed documents be rejected for filing?**

Yes. The Clerk may reject e-filed documents. The Clerk will notify you if your documents or case cannot be accepted for filing. An e-mail notification will be sent to your LINX account user e-mail address. You may also check the status of your filings under the 'Attorney > Pending filings' tab on LINX at [www.piercecountywa.org/linx](http://www.piercecountywa.org/linx)

**17) Can I view my document after e-filing?**

You will be given an option to view the image prior to submitting the document. Once submitted you can check the status of your document and view a copy of it under the 'Attorney > Pending Filings' tab on LINX. Once the document has been accepted by the Clerk it will be available to view (or purchase) on the LINX site.

**18) How do I receive my case schedule?**

Your Case Schedule (if applicable) is automatically generated at the time of filing. Once the case has been submitted for filing you can check the status of your case (document by document) and view a copies of them under the 'Attorney > Pending Filings' tab on LINX. Once the case has been accepted by the Clerk all documents (including the Case Schedule) will be available to view (or purchase) on the LINX site at [www.piercecounywa.org/linx](http://www.piercecounywa.org/linx)

**19) Can I obtain certified copies electronically?**

Yes. Electronic certified copies of any public access document filed after 01/02/2002 may be purchased through the LINX website by clicking on the "Purchase Copies" button.

**20) Are there file size limits for e-filed documents?**

No, there are no file size limits.

**21) What if the LINX website is down and I cannot access the eFiling application?**

Contact the Clerk's Office at 253-798-7455 for specific instruction in this situation.

**22) Will I be notified if the LINX site will be taken down for system maintenance?**

In the event that LINX should be unavailable for a predetermined amount of time, a notice will be placed on the front page of the LINX site.

**If you have any further question or concerns that were not addressed above, please contact the LINX help desk at [253-798-7757](tel:253-798-7757) for further assistance.**