



# E-Service through the LINX website.

Effective January 1, 2012 PCLR 30 mandates that all attorneys electronically file (e-file) documents with the Clerk using the Clerk's e-filing system. Self-represented parties are not required to e-file but may contact the LINX help line at 253-798-7757 to obtain information on how to register for a LINX account and password to enable e-filing.

GR 30 allows service to be made electronically. For more specific information please refer to the GR 30 directly.

Begin by visiting the LINX site at [linxonline.co.pierce.wa.us](http://linxonline.co.pierce.wa.us)

Pierce County  
Legal Information  
Network Exchange (LINX)

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**Mandatory E-Filing Effective January 2, 2012**  
Pursuant to PCLR 30, Pierce County will mandate electronic filing by Attorneys starting January 2, 2012. For questions please call the Linx Help Line at 253-798-7757.

**Mandatory E-Filing CLE**  
An additional CLE for the Attorneys will be offered January 10th at noon, in the Rainier Conference Room, 7th Floor County City Building. To reserve your spot email Sarah at [sschaub@co.pierce.wa.us](mailto:sschaub@co.pierce.wa.us). Signup will be limited to 40 people.

<p><b>Superior Court Cases</b></p> <ul style="list-style-type: none"> <li>Search criminal, civil, and judgment cases by title or cause number.</li> <li>View criminal case attorneys, charges, docket, proceedings, and judgments.</li> <li>View civil case litigants, attorneys, docket, proceedings, schedule, and judgments.</li> <li>At the Clerk's Office: Use this web site to view and print public documents filed in 2002 or later.</li> </ul>	<p><b>Superior Court and Jail Calendars</b></p> <ul style="list-style-type: none"> <li>View and print criminal calendars which include anticipated trial dates.</li> <li>View and print the In-Custody Arraignment List, a list of inmates who are pending an arraignment hearing in a local court.</li> <li>View and print the Superior Court Readiness Docket which includes anticipated outcomes.</li> <li>View and print Superior Court civil calendars by judge or attorney.</li> </ul>	<p><b>Jail Roster</b></p> <ul style="list-style-type: none"> <li>View the entire roster or search by an inmate's last name.</li> <li>View an inmates booking charges including links to related Superior Court cases.</li> </ul>	<p><b>Attorney</b></p> <ul style="list-style-type: none"> <li>View, print, and download Superior Court documents that were filed in 2002 or later (a subscription is required).</li> <li>E-File and E-Service Superior Court documents.</li> <li>View active cases.</li> <li>Confirm and strike post-trial proceedings on civil calendars.</li> <li>Complete Track Assignment Requests online. (Available in the Forms section.)</li> <li>View an attorney's proceeding calendar.</li> </ul>
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Click on the "E-Service" Tab

If you are an attorney and don't already have a LINX account number please click on the "request a LINX account" link. All others please call the LINX help line at 253-798-7757

Home | Applications | Departments | Resources | Downloads | Forums | Search | Configure | Hide Menu

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Log On

**LINX Account**

Account #:

PIN:

[Forgot your PIN ?](#)

**County Employees**

Username:

Password:

Server: **linxsysb**

**Instructions:**

Enter your LINX Account number and PIN. If you are an attorney, your LINX account number is your Washington State Bar Association Number. If you are a county employee and use the LINX application, enter your username and password.

You may **request a LINX account** from Superior Court. An account will enable you to view court documents (subscription required), electronically file documents, confirm and strike commissioner proceedings, and more.

**LINX Help Desk:** 253-798-7757.

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Enter LINX account #.

This will be your Bar # for Attorneys and your LINX account number for all other registered LINX account holders.

Enter PIN here.

If it's your first time signing into LINX, please use the temporary 4 digit PIN assigned to you. You will be prompted to change your PIN.

Click "Submit"

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To E-serve documents enter a cause number:

Cause Number:

(Enter cause number with all or without any dashes. For example, either 02-1-12345-1 or 021123451 is correct.)

Enter cause number of case you wish to serve documents from.

Click "E-Serve Documents"

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Pierce County Superior Court Civil Case [00-0-00000-0](#)

Case Title: [EMPLOYEE COMPENSATION RECORD vs. PIERCE COUNTY SUPERIOR COURT](#)  
Case Type: [EMPLOYEE COMPENSATION PRODUCTION](#)  
Access: Public

Please correct your E-mail address if necessary: \*

Below is a list of the documents you, your support staff, or an Attorney you support have electronically filed.

1. Select Documents

Filing Date	Document
<input checked="" type="checkbox"/> 02/20/2009	<a href="#">Brief</a>
<input type="checkbox"/> 02/20/2009	<a href="#">Affidavit</a>
<input type="checkbox"/> 05/20/2009	<a href="#">Brief</a>
<input type="checkbox"/> 07/06/2009	<a href="#">Affidavit Affidavit of john doe</a>
<input type="checkbox"/> 07/06/2009	<a href="#">Brief Brief of john doe</a>
<input type="checkbox"/> 10/06/2009	<a href="#">.</a>
<input type="checkbox"/> 11/05/2009	<a href="#">Motion</a>
<input type="checkbox"/> 07/15/2010	<a href="#">Order - testing</a>
<input type="checkbox"/> 10/20/2010	<a href="#">Order - testing</a>
<input type="checkbox"/> 10/21/2010	<a href="#">Order - testing</a>
<input type="checkbox"/> 11/03/2010	<a href="#">Order of Default</a>
<input type="checkbox"/> 11/03/2010	<a href="#">.</a>
<input type="checkbox"/> 11/08/2010	<a href="#">Agreed Order testing</a>
<input type="checkbox"/> 12/14/2011	<a href="#">Note for Commissioners Calendar</a>

2. Select Parties

John Doe

3. E-Serve the selected filings

**Pursuant to GR 30(b)(4)**  
Parties may electronically serve documents on other parties of record only by agreement.

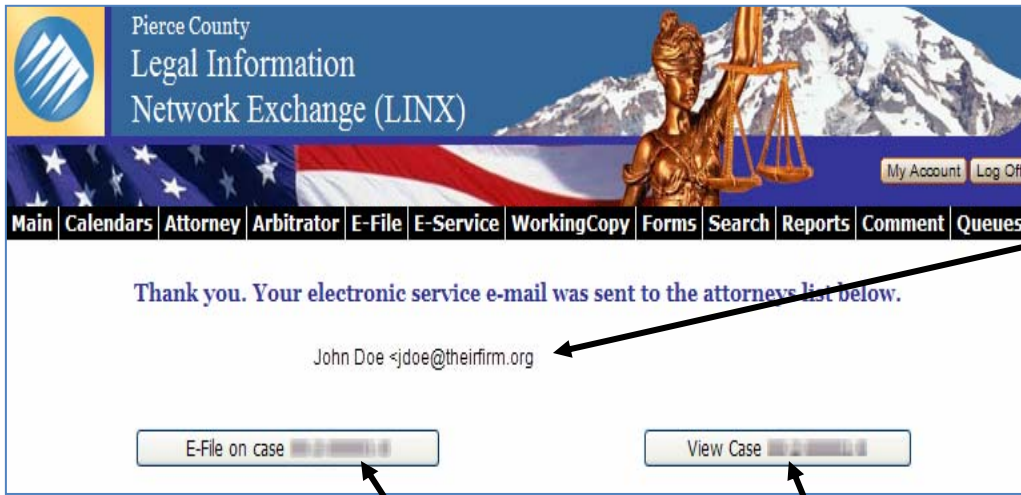
I have complied with the requirements of GR 30(b)(4) and have an agreement with the parties I am serving.

Select the documents you wish to serve.

Select parties you wish to serve.

Enter e-mail address if not already entered.

Check the box to certify that you are in compliance with GR 30 and have an agreement in place to serve electronically.



This will be your confirmation page that the documents have been electronically sent to the email address listed.

From here you can start a new e-filing for listed case or view case you have just served from.

For information on any of the above listed services on the confirmation screen, please see the Help section of the LINX site.

As always if you have any further questions, comments, concerns or you need further instruction, please contact the LINX help line at 253-798-7757.