

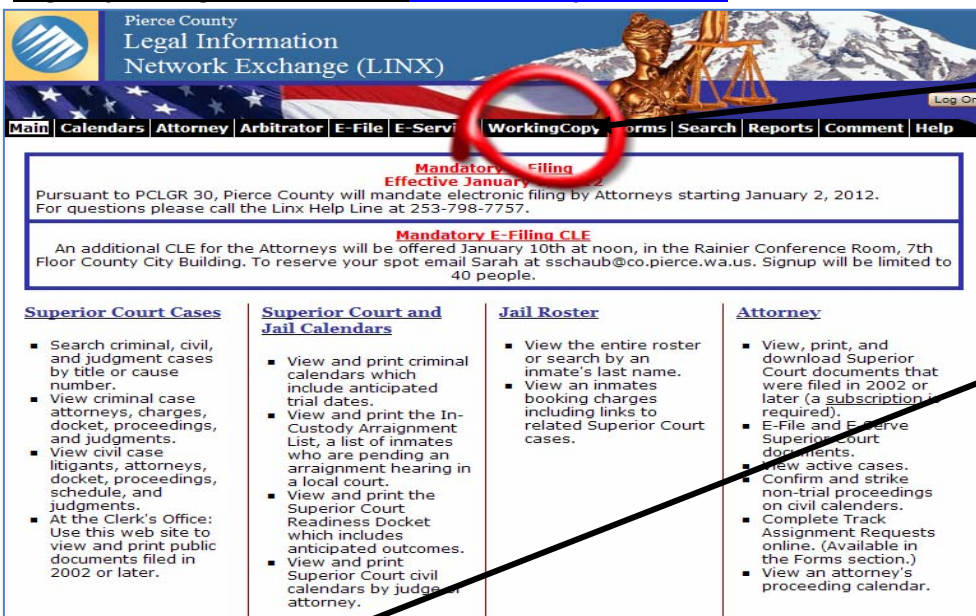


Working Copy submission through the LINX website.

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.

Parties that have a LINX account can submit working copies to any Pierce County Judge or Commissioner through the LINX website. There is a fee of \$5 for a submission of 100 pages or less, and \$10 for a submission of more than 100 pages. PCLGR 30 does not allow more than 200 pages per submission. An eCommerce fee of \$1 will be added to all monetary transactions.

Begin by visiting the LINX site at linxonline.co.pierce.wa.us



Click on the “Working Copy” 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.



Enter LINX account #. This will be your Bar # for Attorneys and your 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”

Pierce County
Legal Information
Network Exchange (LINX)

Main | Calendars | Attorney | Arbitrator | E-File | E-Service | WorkingCopy | Forms | Search | Reports | Comment | Queues

Working Copy Submission

Proceeding

Submitter: JANINE CAVALIER

Cause Number: 00-0-00000-0

Proceeding: 03/27/2012 9:30 AM

Case Filings

Date	Description	Pages	Status
<input checked="" type="checkbox"/>	12/14/2011 Note for Commissioners Calendar	1	ACCEPTED
<input type="checkbox"/>	04/25/2011 Confidential Information Form	3	PENDING
<input checked="" type="checkbox"/>	11/08/2010 Agreed Order testing	1	PENDING
<input checked="" type="checkbox"/>	11/03/2010 Order of Default	1	PENDING
<input checked="" type="checkbox"/>	10/21/2010 Order - testing	1	PENDING
<input type="checkbox"/>	08/20/2010 Order - testing	1	PENDING
<input type="checkbox"/>	07/15/2010 Order - testing	1	PENDING
<input type="checkbox"/>	11/05/2009 Motion	1	PENDING

Upload Supplemental Documents

Waiting...

State	Filename	Pages	Status

+ Add - Remove Reset

Comments to Judicial Officer

Total Pages: 32 / 200

Submit

Select the party that is submitting working copies from drop down.

Enter case number.

Select proceeding date from drop down. (Note: There must be at least one proceeding scheduled in order to submit working copies.)

Select documents you wish to have submitted.

If you wish to upload documents that are not on file (Proposed Order for example) you can do so here. Select "Add" and proceed through the upload process.

If you wish to include notes to the judge you may do so in this area.

You will note that there is a total pages listed in the bottom right corner. This is a running total of the pages you have selected and/or uploaded to this point. PCLGR 30 allows for only 200 pages per submission. Please refer to rule directly for more information.

Once all document have been selected and/or uploaded click "Submit".

Pierce County
Legal Information
Network Exchange (LINX)

My Account Log Off

Main | Calendars | Attorney | Arbitrator | E-File | E-Service | WorkingCopy | Forms | Search | Reports | Comment | Queues

Fee Information	Amount
Working Copy Fees	\$5.00
eCommerce fee:	\$1.00
Total	\$6.00

Please choose payment method:

Personal account

Smith, Doe & Johnson

Pay

Verify the Fee Information to be correct (\$6 for first 100 pages, \$11 for second 100).

Select the account you wish to make payment from.

Click "Pay"

Pierce County
Legal Information
Network Exchange (LINX)

Account Summary | Payment History | Manage Profile | Contact Us | Log Out

Account Summary

Below you will find your account summary table. For each account you have activated for the ePaybill service, you can view billing data and pay on the account.

Account Number	Account Nickname
00-0000	Account 1

PAY NOW

Select "PAY NOW"

Pierce County
Legal Information
Network Exchange (LINX)

Account Summary | Payment History | Manage Profile | Contact Us | Log Out

Initiate Payment

To initiate a single payment against this account, proceed below. Payment must be scheduled at least 3 days before due date to allow for processing.

Account Number	Account Nickname
00-0000	Account 1

Customer Name: Janine Cavalier

Remittance Information	
Initiator Name:	JANINE CAVALIER
Type:	Filing
Case ID:	2011-0000000000
Cause Number:	00-0000000000
Filing ID:	***NEW CASE***

Payment Amount	Payment Date
\$ 231.00	11/30/2011

Payment Account: New Bank Account

PAY NOW

Verify the Account Number, Account Nickname, Customer Name, Remittance Information, Payment Amount and Payment date to be correct.

Once you have verified the above information to be correct, select the Payment Account you wish to use from the drop down.

Click "PAY NOW"

[Initiate Payment](#)

Please provide your credit card information below.

Account Number	Account Nickname
746	Testing
Customer Name: Smith Johnson	

Credit Card Information

* Payment Account Type:

* Name on Credit Card:



* Address1:

Address2:

* City, State, Zip:

* Account Number:

* Credit Card Security Value:

Click on the image to see Credit Card Security Value locations.

* Expiration Date: /

Service Options

Would you like to save this credit card information for future use? Yes No

* Nickname:

* indicates a required field

Please update all required fields.

If you wish to save payment information for future use, please select "Yes" and enter a Nickname.

Click "Continue"

[Initiate Payment](#)

Please confirm the Payment Amount, Payment Date, and the Payment Account to be used below.

Account Number	Account Nickname
746	Testing
Customer Name: Smith Johnson	

Payment Information

Date and Time: Tue Dec 06 17:11:45 EST 2011

Type of Account: MasterCard

Name On Account: Smith Johnson

Address1: 123 Main St.

Address2:

City, State, Zip: Tacoma, wa, 98402

Credit Card Number: **** 9999

Expiration Date: 1/2012

Payment Date: 12/06/2011

Total Payment: 126.00

Remittance Information

Initiator Name: Smith Johnson

Type: Filing

Case ID: 327928

Cause Number: 00-0-00000-0

Filing ID:

If this information is correct, select "Confirm" to finalize this transaction; otherwise, select "Modify" to make any required changes.

Verify all the information to be correct. If changes need to be made, click "Modify".

If everything is correct, click "Confirm"

You will receive confirmation that your Working Copies have been submitted via email.

Working copies are printed out twice a day. Once in the morning between 8:00 & 8:30 and once right after Noon. Working Copies are then delivered to the judge's mailroom and Commissioners services immediately after printing.

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.