



Submitting an Ex Parte Order in an existing case in LINX

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.

The LINX system only supports documents that are in PDF format. Please be sure that your documents are saved in this format prior to proceeding.

An eCommerce fee of \$1 will be added to all monetary transactions (new case filing, ex parte submissions, working copy submissions, etc.)

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



Click on the "E-File" Tab

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



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"

Pierce County
Legal Information
Network Exchange (LINX)

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

1. Filing Selection | 2. Submitter Information | 3. Filing Information | 4. Party Information | 5. Filing Upload | 6. Submit Filing

Filing Selection

Documents filed after 4:30pm, will be marked as filed 8:30am the next business day.
All files must be in PDF format. We do not accept Portfolio documents or documents with embedded attachments for filing.

To electronically file a document with Pierce County Superior Court you must be a registered LINX user or subscriber. You will not have to file a paper copy of the document with the Clerk's Office. All documents submitted must be in PDF format without embedded attachments.

E-Filing:* Ex Parte via the Clerk
 Attorney:* JANINE CAVALIER
 Cause Number:* 00-0-00000-0
 Type:* Order

Fields marked with a red asterisk * are required.

Continue >

Select "Ex Parte via the Clerk" under the drop down menu.

Verify the party listed is who is filing the document. If you need to change the attorney, do so from the drop down menu.

Enter case number.

Home | Applications | Departments | Resources

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New Case:*
 EX PARTE:*
 Attorney:*
 Cause Number:*
 Order Type:*

- Agreed Order
- Default Jdgmt against Garnishee Def
- Default Judgment
- Foreign Judgment
- Judgment
- Judgment Against Garnishee Defendant
- Judgment and Decree of Foreclosure
- Judgment and Decree Quieting Title
- Judgment and Order for Writ of Restitution
- Judgment on Answer of Garnishee Defendant
- Judgment Summary
- Order
- Order Allowing
- Order Amending Visitation
- Order Appointing Guardian AD Litem
- Order Appointing Investigator
- Order Approving
- Order Approving Agreement
- Order Approving Report
- Order Approving Settlement
- Order Appt Guard Ad Litem CASA
- Order Authorizing
- Order Authorizing Sale
- Order Confirming Sale
- Order Consolidating Cases
- Order Consolidating Cases *Bond Only*
- Order Denying Adequate Cause
- Order Directing Issuance of Writ
- Order Disbursing Funds GAL/PI (Interim)

Fields marked with a red asterisk * are required.

Continue >

Select Order title from drop down menu to the right of "Filing Type".

****Please note that the document titles listed may differ depending on what type of case you have entered.**

(If you do not see a listing for the document you are looking for, just select "Order" from the list. All e-filed documents are sent to a queue where they are verified by a clerk prior to filing. Your document listing will be updated to reflect the proper title when it's listed on LINX.)

Click "Continue"

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1. Filing Selection | 2. **Submitter Information** | 3. Filing Information | 4. Party Information | 5. Filing Upload | 6. Submit Filing

Submitter Information

This information may be used as reference only on the documents being filed and does not update our records. The email address listed will be used for all correspondence related to this filing. If you need to update your information, you will need to contact the Washington State Bar Association.

Cause Number: 00-0-00000-0
 Case Title: DOMESTIC VIOLENCE PROTECTIVE ORDER FOR JAMES ORLANDO
 Dept Judge: 01 JAMES ORLANDO

Submitter

Name: JANINE CAVALIER
 Email: *ADMIN@YOURFIRM.OG
 Firm: *DOE, SMITH & JOHNSON, PS
 Address: *2316 MAIN ST
 City: *TACOMA State: *WA Zipcode: *98402 -
 Phone: (253) 798 - 7757

Fields marked with a red asterisk * are required.

< Back Cancel Filing Continue >

Please verify that all information in the sections marked with a red asterisk is correct.

If any information is incorrect please contact the Washington State Bar Association to update.

If information is correct, click "Continue"

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

1. Filing Selection | 2. Submitter Information | 3. Filing Information | 4. Party Information | **5. Filing Upload** | 6. Submit Filing

Filing Upload - Order

Click Browse to select a file, or type the path to the file in the box. Then click upload.

All files must be in PDF format. We do not accept Portfolio documents or documents with embedded attachments for filing.

Cause Number: [redacted]
Case Title: [redacted]
Dept Judge: 01 JAMES ORLANDO

Please feel free to complete the document description below.

Document Description:

Document should be sealed pursuant to court order

Find Document: *

< Back Fields marked with a red asterisk * are required.

From here you will choose a file to upload from your desktop.

Click on "Browse..."

When you click browse you will be directed to select a file that you have saved to your computer. Please be sure that the files you wish to upload have been saved in PDF format, in a location that you can easily access prior to proceeding. You will need to access these files in the next step.

Choose File to Upload

Look in: My Documents

- Advansys
- My Data Sources
- My Music
- My Pictures
- My Received Files
- Snagit
- 10-1-01477-4 J&S.pdf
- Sample.pdf

File name:

Files of type: All Files (*.*)

Select the file you wish to upload.

Click "Open"

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Filing Upload - Order

Click Browse to select a file, or type the path to the file in the box. Then click upload.

All files must be in PDF format. We do not accept Portfolio documents or documents with embedded attachments for filing.

Cause Number: [redacted]
Case Title: [redacted]
Dept Judge: 01 JAMES ORLANDO

Please feel free to complete the document description below.

Document Description:

Document should be sealed pursuant to court order

Find Document: * \\ad\pcfiles\clk\users\chutton\Documents\Sample.pdf

< Back Fields marked with a red asterisk * are required.

You will see the file name of the image you have just selected.

Once you have verified the file you have attached to be correct, Click "Upload Document"

Pierce County
Legal Information
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My Account Log Off

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

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Filing Upload - Affidavit

Click Browse to select a file, or type the path to the file in the box. Then click upload.
All files must be in PDF format. We do not accept Portfolio documents or documents with embedded attachments for filing.

Cause Number: 00-2-00000-0
Case Title: CHRISTINA LORRAINE SEIDER vs. RUSSELL W FINGTON
Dept Judge: 01 JAMES ORLANDO

Lead Document	Pages	Access
Sample.pdf	2	Public

Find Attachment: Browse... Upload Document

Fields marked with a red asterisk * are required.

< Back Cancel Filing Continue >

Verify that your document has been uploaded. If you wish to file an attachment click "Browse..." and proceed through the file selection process again.

Once finished click "Continue".

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1. Filing Selection | 2. Submitter Information | 3. Filing Information | 4. Party Information | 5. Filing Upload | 6. Submit Filing

Filing Submit

NOTE: Documents filed after 4:30pm, will be marked as filed 8:30am the next business day.
Please review all of the information listed before submitting.

Cause Number: 00-2-00000-0
Case Title: CHRISTINA LORRAINE SEIDER vs. RUSSELL W FINGTON
Dept Judge: 01 JAMES ORLANDO

Proposed Orders	Pages
Order	2
<input type="text"/> <--- Add Another Order	<input type="button" value="ADD"/>

Supporting Documents	Pages	Access
<input type="text"/> <--- Add Another Document		<input type="button" value="ADD"/>

Fee Information	Amount
Ex Parte Presentation Fee	\$40.00
eCommerce Fee:	\$1.00
Total Fees:	\$41.00

I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Fields marked with a red asterisk * are required.

< Back Cancel Filing Submit Filing

You will see here that your Order has been uploaded with a page count for said Order.

If you wish to upload additional Orders for presentation under the same case number, select the Order type from the drop down menu here.

If you wish to upload Supporting Documents (Motion, Affidavit in Support, etc.) select document type from drop down menu here.

You will see the fee amount listed here.

Once you have uploaded all orders and supporting document (if any) and have verified the fee amount to be correct, check the box next to "I certify..."

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Filing Submit

NOTE: Documents filed after 4:30pm, will be marked as filed 8:30am the next business day.

Please review all of the information listed before submitting.

Cause Number: 00-00000-0
Case Title: KATHLEEN LORRAINE SEIDER vs. RUSSELL F FORDSON
Dept Judge: 01 JAMES ORLANDO

Proposed Orders	Pages	
Order	2	<input type="button" value="DELETE"/>
<input type="text"/> <--- Add Another Order <input type="button" value="ADD"/>		

Supporting Documents	Pages	Access	
Motion	2	Public	<input type="button" value="DELETE"/>
<input type="text"/> <--- Add Another Document <input type="button" value="ADD"/>			

Fee Information	Amount
Ex Parte Presentation Fee	\$40.00
eCommerce Fee:	\$1.00
Total Fees:	\$41.00

I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

< Back Fields marked with a red asterisk * are required.

Once you have checked the "I certify..." box, the "Submit Filing" button will become active.

Click "Submit Filing"

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Fee Information	Amount
Filing Fees	\$40.00
eCommerce fee:	\$1.00
Total	\$41.00

Please choose payment method:

Personal account

Smith, Doe & Johnson

You will see a list of fees required. Verify that this amount is correct.

Select which account you would like 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

Verify Account Number and Account Nickname (if you have information saved from a previous transaction).

Click "PAY NOW"



[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:	
Payment Amount	Payment Date
\$ 41.00	11/30/2011
Payment Account: <input type="text" value="New Bank Account"/>	

Verify account, remittance information, payment amount and payment date.

Select payment account (either bank account or credit card) from drop down.

Click "PAY NOW"

[Account Summary](#) | [Payment History](#) | [Manage Profile](#) | [Contact Us](#) | [Log Out](#)

[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:	<input type="text" value="MasterCard"/>
* Name on Credit Card:	<input type="text" value="Smith Johnson"/>
* Address1:	<input type="text" value="123 Any St. #100"/>
Address2:	<input type="text"/>
* City, State, Zip:	<input type="text" value="Tacoma"/> <input type="text" value="WA"/> <input type="text" value="98402"/>
* Account Number:	<input type="text" value="0123456789012345"/>
* Credit Card Security Value:	<input type="text" value="123"/>
Click on the image to see Credit Card Security Value locations.	
* Expiration Date:	<input type="text" value="01"/> / <input type="text" value="2011"/>

Enter payment information. Fields marked with an asterisk are required fields.

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

Click "Continue"

Service Options	
Would you like to save this credit card information for future use?	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Nickname:	<input type="text"/>
* indicates a required field	

Filing Submitted

What's Next?
Your document has been submitted to the court and will be filed pending review.

Thank you. Your documents have been submitted to the Pierce County Clerks Office.

Case: **11-2-00000-0**
SMITH, DORIS VS. BNC BUSINESS

The date and time of this filing was 12/06/2011 4:01 PM
The following are your confirmation numbers for the documents submitted;

34223574 - Case Information Cover Sheet
34223575 - Filing Fee Received \$230.00 (\$230.00)
34223576 - Order Assigning Case to Department and Setting Hearing Date
34223577 - Complaint

Your payment confirmation number is 1047720.

Total Court Fees: \$230.00
eCommerce Fee: \$1.00
Total Fees: \$231.00

Confirmation of this filing was sent via e-mail to jcavali@co.pierce.wa.us

Serve Other Parties Submit Working Copies Begin Another E-Filing View Case **11-2-00000-0**

Your confirmation page will have a listing for all documents filed (with confirmation number for each), a payment confirmation number and the total fees.

This same information will be emailed to the address listed here.

From here you can also **Serve Other Parties, Submit Working Copies, Begin Another E-Filing and View the case you just filed under.**

For information on any of the above services please refer to the Help section of the LINX site for step by step instructions.

Orders submitted for Ex Parte presentation will be printed and taken to the Ex Parte room for consideration. Ex Parte hours are Monday through Friday 9:00 – 11:30 & 1:30 – 3:30. You may check the status of your submission on the LINX website under the proceedings listed on your case.

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.