



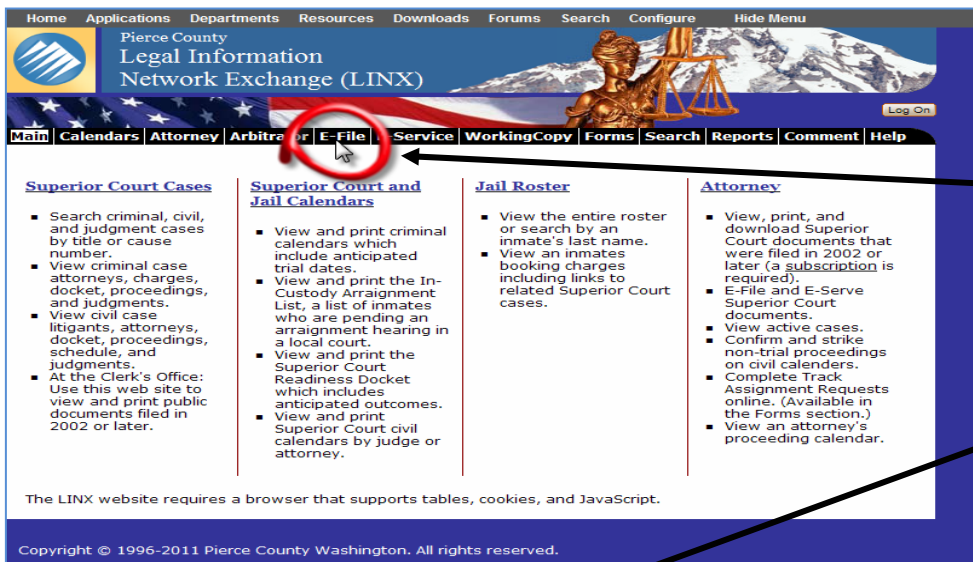
## Filing a document in an existing case in LINX

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](http://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:\* **E-File Documents into an Existing Case** ▼  
 Attorney:\* JANINE CAVALIER ▼  
 Cause Number:\*   
 Type:\* (enter cause number first) ▼

Fields marked with a red asterisk \* are required. Continue >

Select "E-File Documents into an Existing Case" from the drop down menu.

If you need to change the filing party, do so from the drop down menu.

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:\* **E-File Documents into an Existing Case** ▼  
 Attorney:\* JANINE CAVALIER ▼  
 Cause Number:\* 00-0-00000-0  
 Type:\* (enter cause number first) ▼

Fields marked with a red asterisk \* are required. Continue >

Enter Cause Number. (If you do not have a Cause Number, please click on the "Search" tab to search by name. If the matter has not been filed you must initiate a new case.)

Tab out of Case # line. Filing type list will be specific to case type so it's important to Tab out.

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:\* **E-File Documents into an Existing Case** ▼  
 Attorney:\* JANINE CAVALIER ▼  
 Cause Number:\* 00-0-00000-0  
 Type:\* **Affidavit of Mailing** ▼

Fields marked with a red asterisk \* are required. Continue >

- Affidavit of Mailing
- Affidavit of Publication
- Affidavit/Declaration in Support
- Affidavit/Declaration of Petitioner
- Affidavit/Declaration of Service
- Answer
- Answer and Counter Claim w/fee (\$230.00)
- Answer and Cross Claim w/fee (\$230.00)
- Answer and Third Party complaint w/fee (\$230.00)
- Answer to Writ of Garnishment
- Answer Unlawful Detain Filing Fee Received (\$112.00)
- Arbitration Award
- Arbitration Settlement and Removal Arb Calendar
- Brief
- Certificate of Finality
- Certificate of Finality - Court Action Required
- Certificate of Parenting Class - Petitioners
- Certificate of Parenting Class - Respondents
- Child Support Worksheet
- Complaint
- Confidential Information Form
- Confirmation of Joinder of Parties, Claims and Defenses
- Confirmation of Service
- Confirmation of Service Parties to be Served
- Declaration
- Declaration of Mailing

Select document 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 any 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.)

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

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: 10-2-00000-0  
Case Title: JENNIFER LORRAINE GIBSON vs. RUSSELL FINSON  
Dept Judge: 01 JAMES ORLANDO

**Submitter**

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

< Back Fields marked with a red asterisk \* are required. Cancel Filing Continue >

Verify that the party's information listed is correct. All fields marked with a red asterisk must be completed.

If an attorney's information is incorrect, contact the Washington State Bar Association to update. For all other parties please contact the LINX help desk.

Click "Continue"

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

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

### 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: 10-2-00000-0  
Case Title: JENNIFER LORRAINE GIBSON vs. RUSSELL FINSON  
Dept Judge: 01 JAMES ORLANDO

Please feel free to complete the document description below.

Document Description: Affidavit

Document should be sealed pursuant to court order

Find Document: \* Browse... Upload Document

< Back Fields marked with a red asterisk \* are required. Cancel Filing Continue >

You will then see a line titled "Document Description". You will notice that the document title that you selected will be pre entered. This is a free form field and you can edit it to better match your actual document title.

To upload document, click "Browse..."

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: Sample.pdf  
Files of type: All Files (\*.\*)

Open Cancel

documents or documents with embedded attachments for filing.

< Back Fields marked with a red asterisk \* are required. Cancel Filing Continue >

Select the file you wish to upload from your desktop.

Click "Open"

Pierce County  
Legal Information  
Network Exchange (LINX)

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

**Filing Upload - Answer**

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: KIMPA LORRAINE SEIBER vs. RUSSELL F PINGSON  
Dept Judge: 01 JAMES ORLANDO

Please feel free to complete the document description below.

Document Description: Answer

Document should be sealed pursuant to court order

Find Document: \* \\ad\pcfiles\cl\users\chutton\Documents\ Browse... Upload Document

< Back Fields marked with a red asterisk \* are required. Cancel Filing Continue >

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

Click "Upload Document"

Pierce County  
Legal Information  
Network Exchange (LINX)

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

**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: KIMPA LORRAINE SEIBER vs. RUSSELL F PINGSON  
Dept Judge: 01 JAMES ORLANDO

Lead Document	Pages	Access
Sample.pdf	2	Public <input type="button" value="DELETE"/>

Find Attachment: Browse... Upload Document

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

Once Lead Document & any Attachments have been uploaded, click "Continue".

**\*\*It is very important to remember to e-file each document separately. Once a document is submitted and accepted by a clerk, that document is part of the court record. Changes cannot and will not be made by the Clerk's Office without order of the court. If you upload supporting documents to a Lead Document in error and it is accepted for filing, it will be listed as one document (under the title of the Lead Document) in the court file. The easiest way to remember to keep them separate is to work off the rule that if you wouldn't staple the hard copies together for filing then you shouldn't attach them electronically. When you see your list of documents there should be a separate listing for each document you wish to file. If there isn't, review the steps you have taken and make necessary corrections. If you are still having issues feel free to call the LINX help line.**

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 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: JENNIFER LORRAINE GIBSON vs. RUSSELL W. FENNELL  
Dept Judge: 01 JAMES ORLANDO

Documents	Pages	Access
Answer	2	Public

Add Another Document

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.

Once all documents have been uploaded you can verify them here. You can click on the image to preview it prior to submission.

You will see a page count and access level for each document.

If you wish to file any additional documents select from the drop down menu listed.

Once all documents have been uploaded you must check the box next to "I certify..." and the "Submit Filing" button will become active. Click the Submit filing button to complete filing.

You will receive a confirmation screen similar to the one below.

Pierce County  
Legal Information  
Network Exchange (LINX)

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

**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: 00-2-00000-0  
JENNIFER LORRAINE GIBSON vs. RUSSELL W. FENNELL

The date and time of this filing was 12/06/2011 11:55 AM  
The following are your confirmation numbers for the documents submitted;

37618561 - Answer

Confirmation of this filing was sent via e-mail to jcavali@...

You will see the case number and case title.

Confirmation of the date and time document was submitted (Please see frequently asked questions in the Help section of the LINX site).

A list of documents submitted.

Confirmation with all this information will be sent to the email listed.

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 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.

**For information regarding pattern form documents, documents that require a fee, or documents that should be filed under seal by prior Order Sealing, please read on.**

If you select a document that LINX has a pattern form set up for (Jury Demand, Notice of Appearance, Etc.) you will be given the option to either use the County form or upload your own.

If you choose to use the pattern form verify that "Yes" has been selected and click "Continue"

(If you choose to upload your own document please proceed with above instructions.)

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

(If any information is incorrect please contact the Pierce County Bar association to update.)

If all information is correct, click "Continue"

You will see the language that will be placed into the body of the document here.

Click Continue.

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 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: 00-2-00005-0  
Case Title: EDWINA LORRAINE SEIDER vs. RUSSELL F FINSON  
Dept Judge: 01 JAMES ORLANDO

Documents	Pages	Access
Jury Demand - 6		
<input type="text"/> <--- Add Another Document <input type="button" value="ADD"/>		

Fee Information	Amount
Jury Demand - 6	\$125.00
eCommerce Fee:	\$1.00
<b>Total Fees:</b>	<b>\$126.00</b>

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

< Back      Cancel Filing      Submit Filing

Fields marked with a red asterisk \* are required.

If you have selected a document that requires a fee for filing you will see the Amount Due at the time of filing here. Please verify this amount is correct.

You may also choose to add additional documents for filing here. To do so select the document title from the drop down menu next to "Add Another Document".

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 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: 00-2-00005-0  
Case Title: EDWINA LORRAINE SEIDER vs. RUSSELL F FINSON  
Dept Judge: 01 JAMES ORLANDO

Documents	Pages	Access
Jury Demand - 6		
<input type="text"/> <--- Add Another Document <input type="button" value="ADD"/>		

Fee Information	Amount
Jury Demand - 6	\$125.00
eCommerce Fee:	\$1.00
<b>Total Fees:</b>	<b>\$126.00</b>

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

< Back      Cancel Filing      Submit Filing

Fields marked with a red asterisk \* are required.

Once you have verified the amount due is accurate and you are finished adding documents, click the box next to "I certify..." The Submit Filing button will then become active.

Click "Submit Filing".

Pierce County  
Legal Information  
Network Exchange (LINX)

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

Fee Information	Amount
Filing Fees	\$125.00
<b>Total</b>	<b>\$125.00</b>

Please choose payment method:

Personal account

Bishop White, Marshall & Weibel PS (Seattle)

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
<input type="button" value="PAY NOW"/>	

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

Click "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	
<b>Initiator Name:</b>	JANINE CAVALIER
<b>Type:</b>	Filing
<b>Case ID:</b>	
<b>Cause Number:</b>	
<b>Filing ID:</b>	

Payment Amount	Payment Date
\$ 41.00	11/30/2011
<input type="button" value="PAY NOW"/>	

Payment 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"

[Initiate Payment](#)

Please provide your credit card information below.

Account Number	Account Nickname
746	Testing
<b>Customer Name:</b> 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

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"

**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: **00-2-00000-0000**  
**0000-0000-00, 000-000000**

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](mailto:jcavali@co.pierce.wa.us)

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.

**00-2-00000-0000**

If you are filing a document that is to be sealed by prior order of the court please select the box next to “Document should be sealed pursuant to court order.” **This is only for documents that have been sealed by order of the court previously.** If there is not a court order on file specifically naming the document you wish to file under seal, it will not be filed under seal. So please make sure you are only selecting this option when the court has ordered the document sealed.

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

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

### 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: 10-2-00003-0  
Case Title: JAMES LORRAINE SEIDER vs. RUSSELL F FENSON  
Dept Judge: 01 JAMES ORLANDO

Please feel free to complete the document description below.  
Document Description: Affidavit

Document should be sealed pursuant to court order

Order Dated: \*

Find Document: \*

November 2011

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

Cancel Filing | Continue >

Copyright © 1996-2011 Pierce County Wash

If your document is to be filed under seal select the box next to “Document should be sealed...”

A listing for “Order Dated” will appear with a box next to it. Click on the calendar and select the date that the Order Sealing said document was filed.

Proceed to below steps to finish upload process.

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

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

### Filing Upload - Answer

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: 10-2-00003-0  
Case Title: JAMES LORRAINE SEIDER vs. RUSSELL F FENSON  
Dept Judge: 01 JAMES ORLANDO

Please feel free to complete the document description below.  
Document Description: Answer

Document should be sealed pursuant to court order

Find Document: \* \\ad\pcfiles\clk\users\chutton\Documents\ | Browse...

Upload Document

Cancel Filing | Continue >

Fields marked with a red asterisk \* are required.

Once you have selected the correct file click “Upload Document”

Proceed through the upload process as listed above.

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.