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

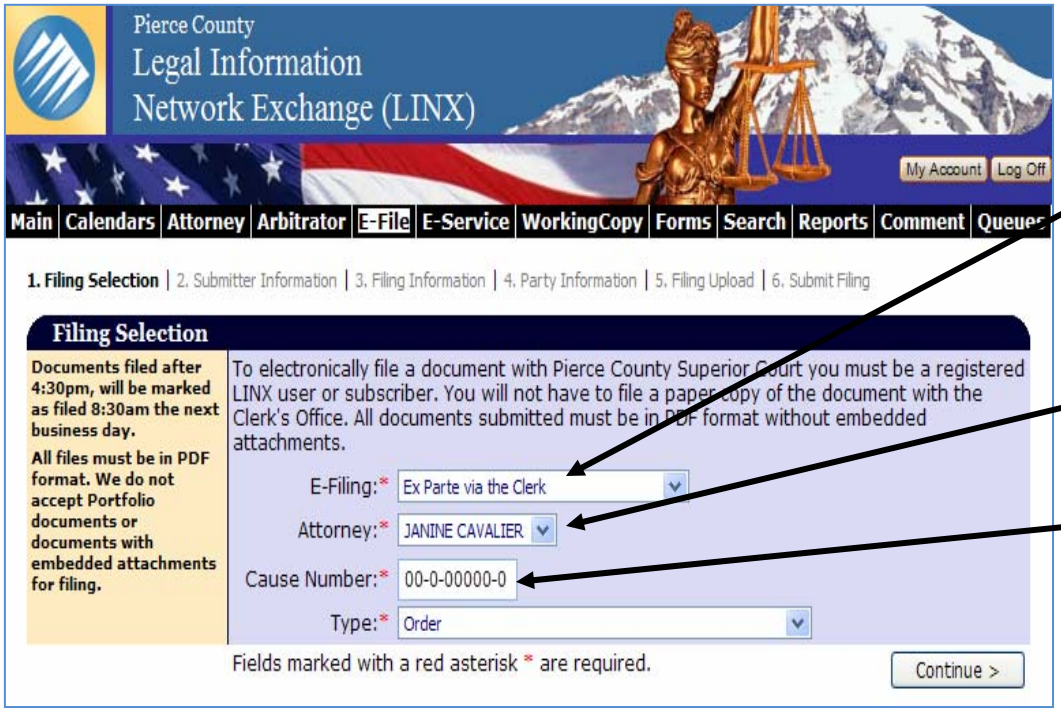
Click on the "E-File" Tab

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.

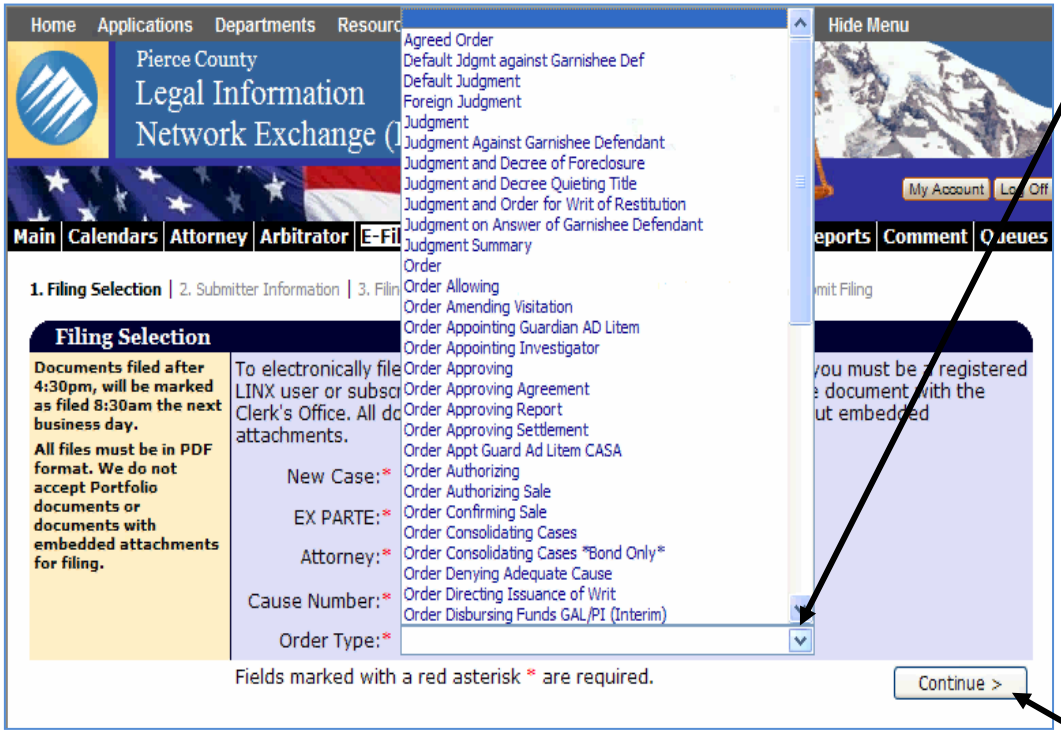
Click "Submit"



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.

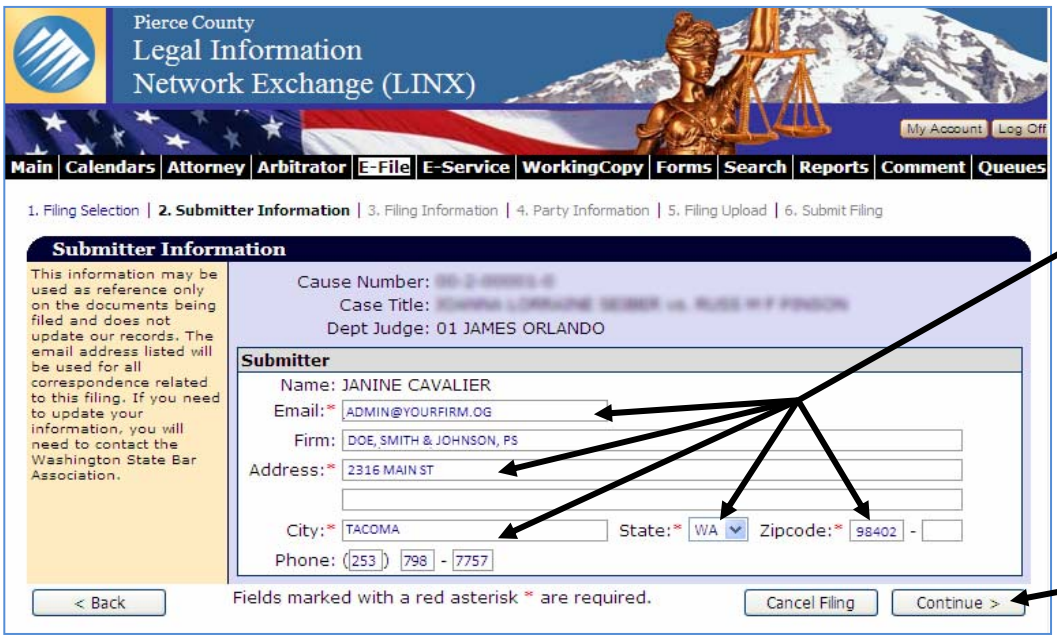
Enter case number.



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

**<u>Please note that the document titles listed may differ depending on what type of case you have entered</u>.
(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.)

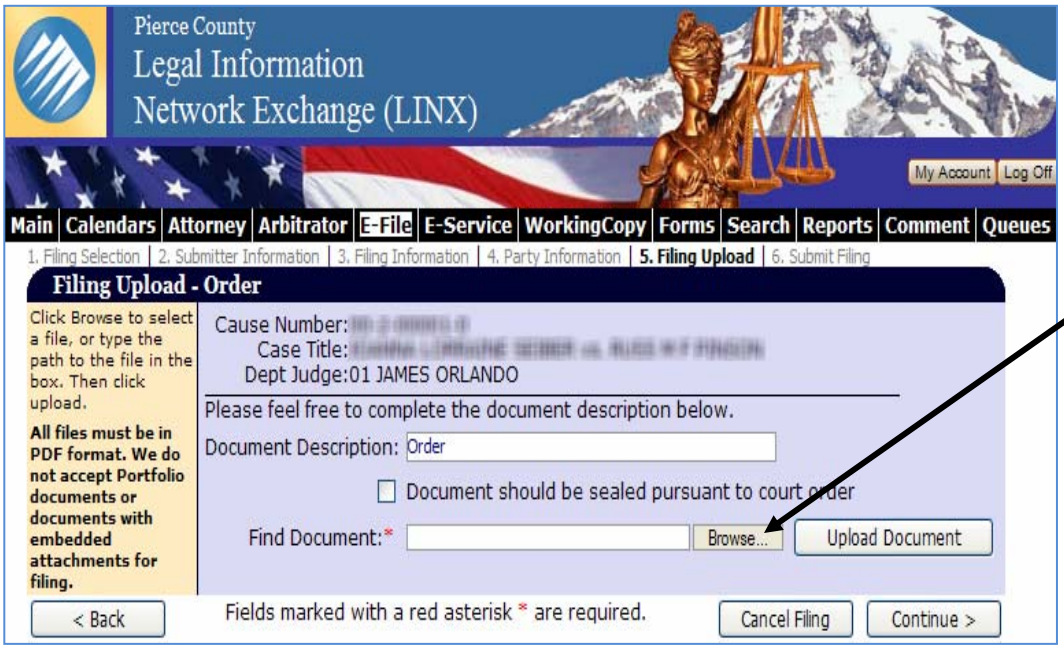
Click "Continue"



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.

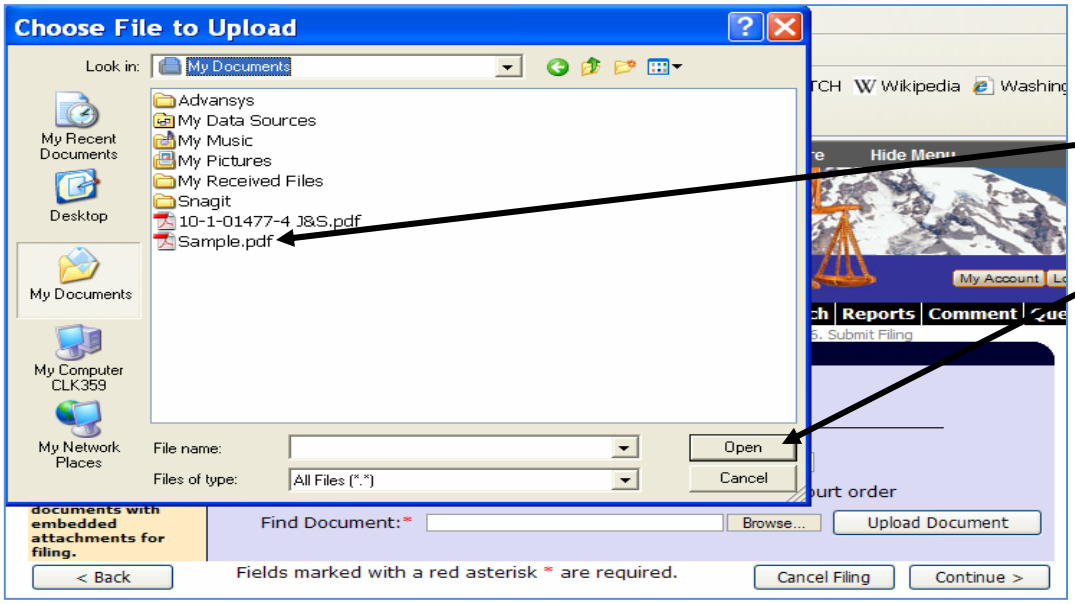
If information is correct, click "Continue"



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

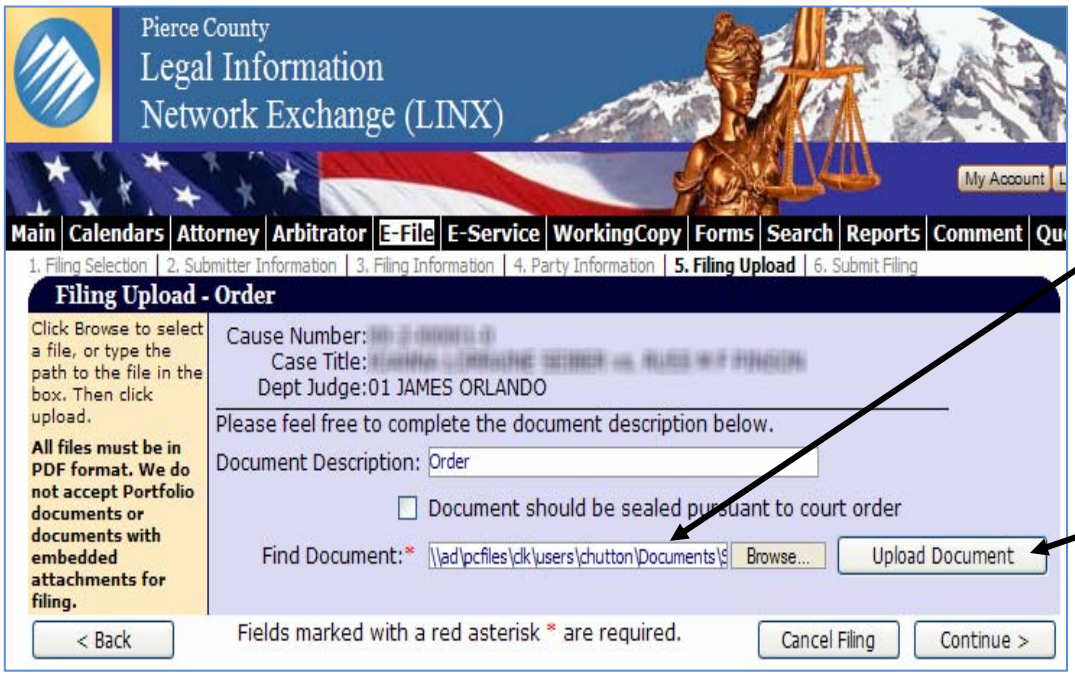
Click on “Browse…”

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.



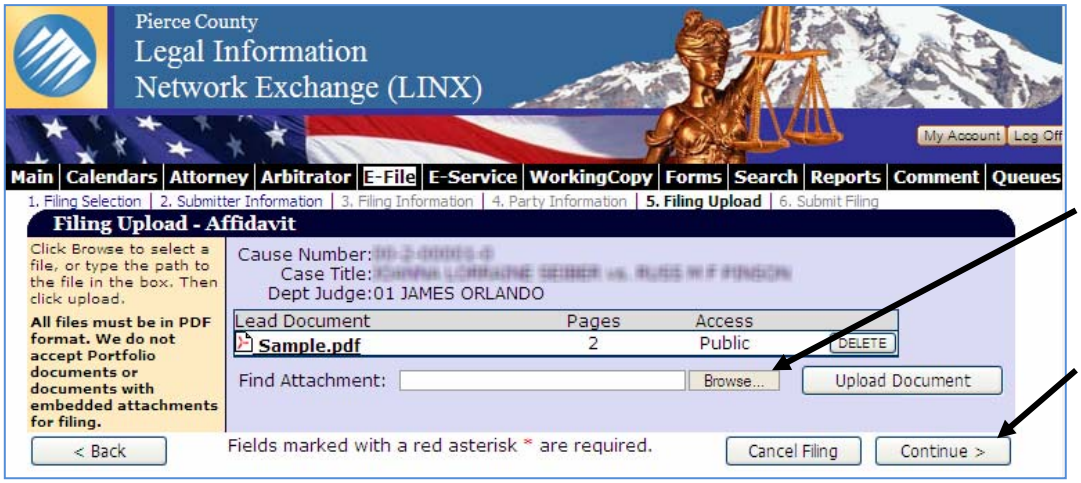
Select the file you wish to upload.

Click “Open”



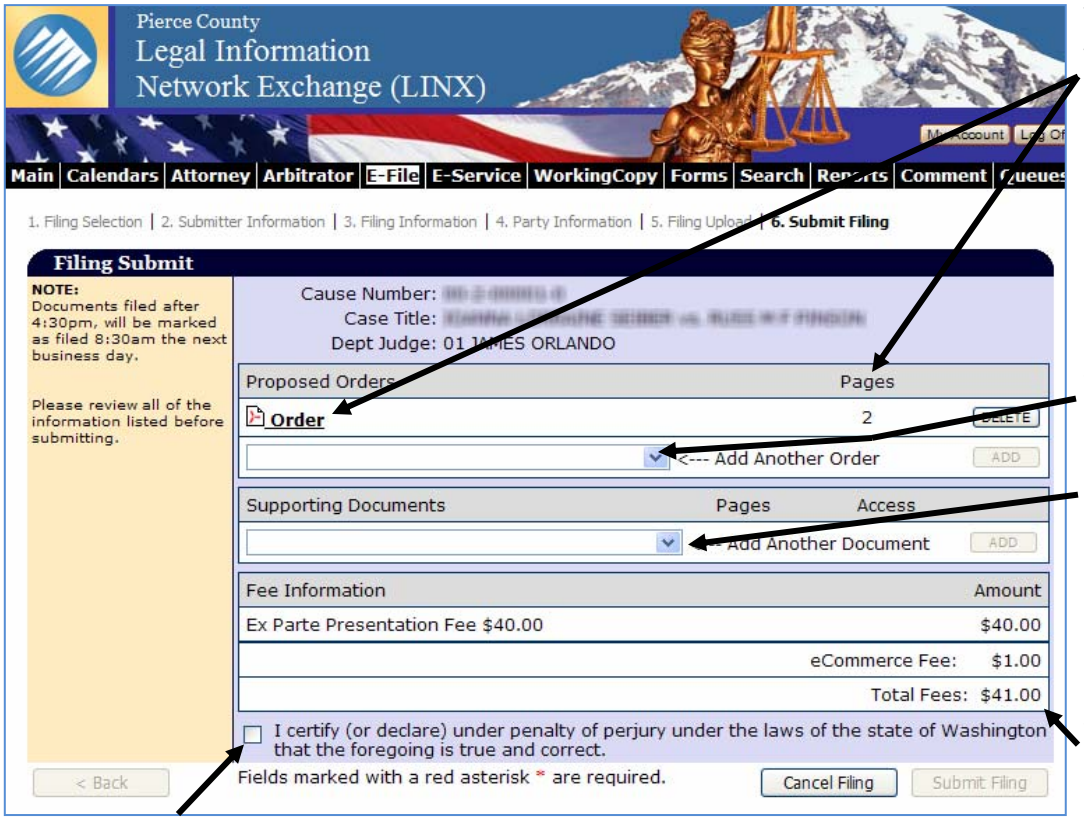
You will see the file name of the image you have just selected.

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



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".



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.

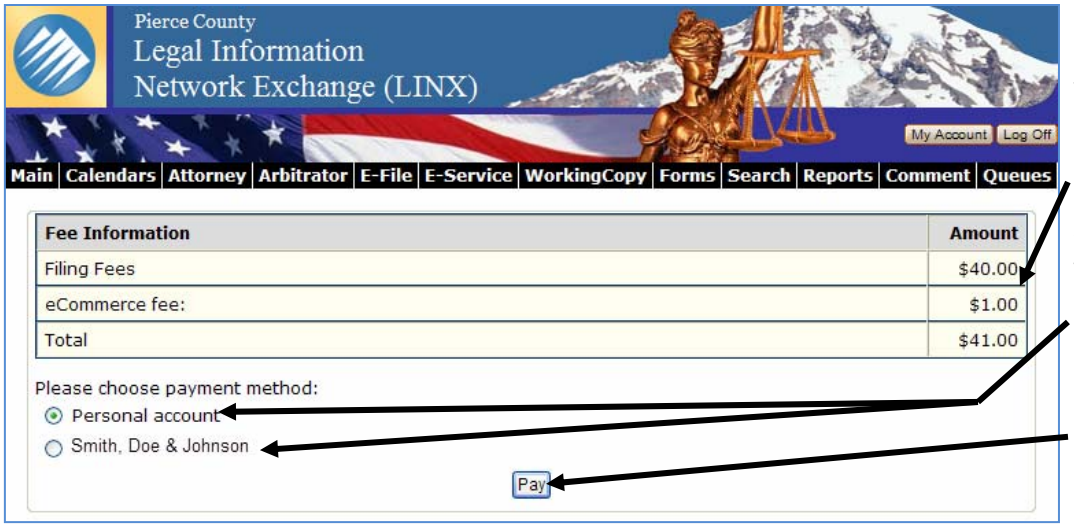
If you wish to upload Supporting Documents (Motion, Affidavit in Support, etc.) select document type from drop down menu here.

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…"

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

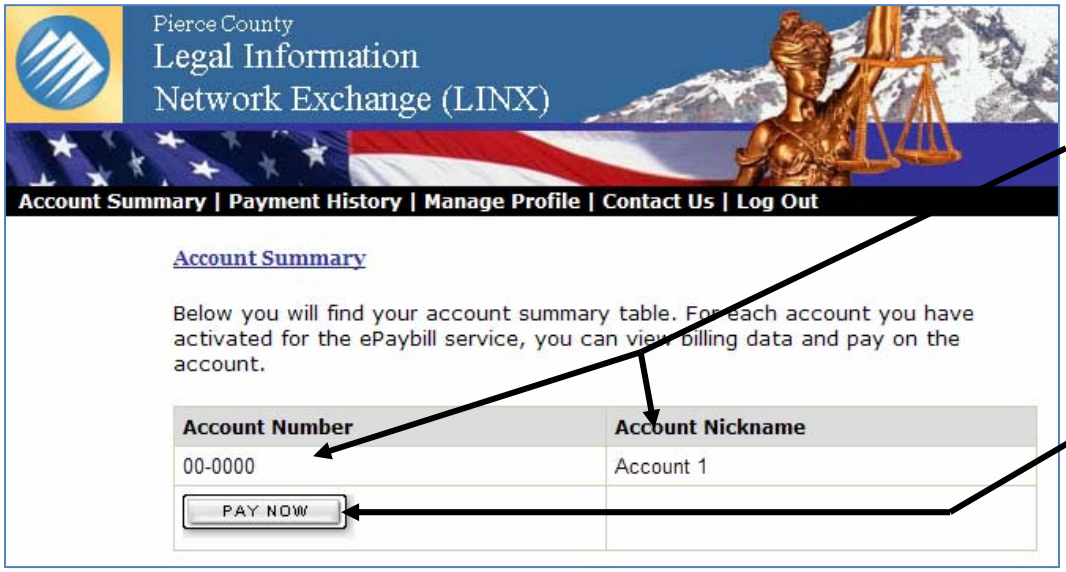
Click "Submit Filing"



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"



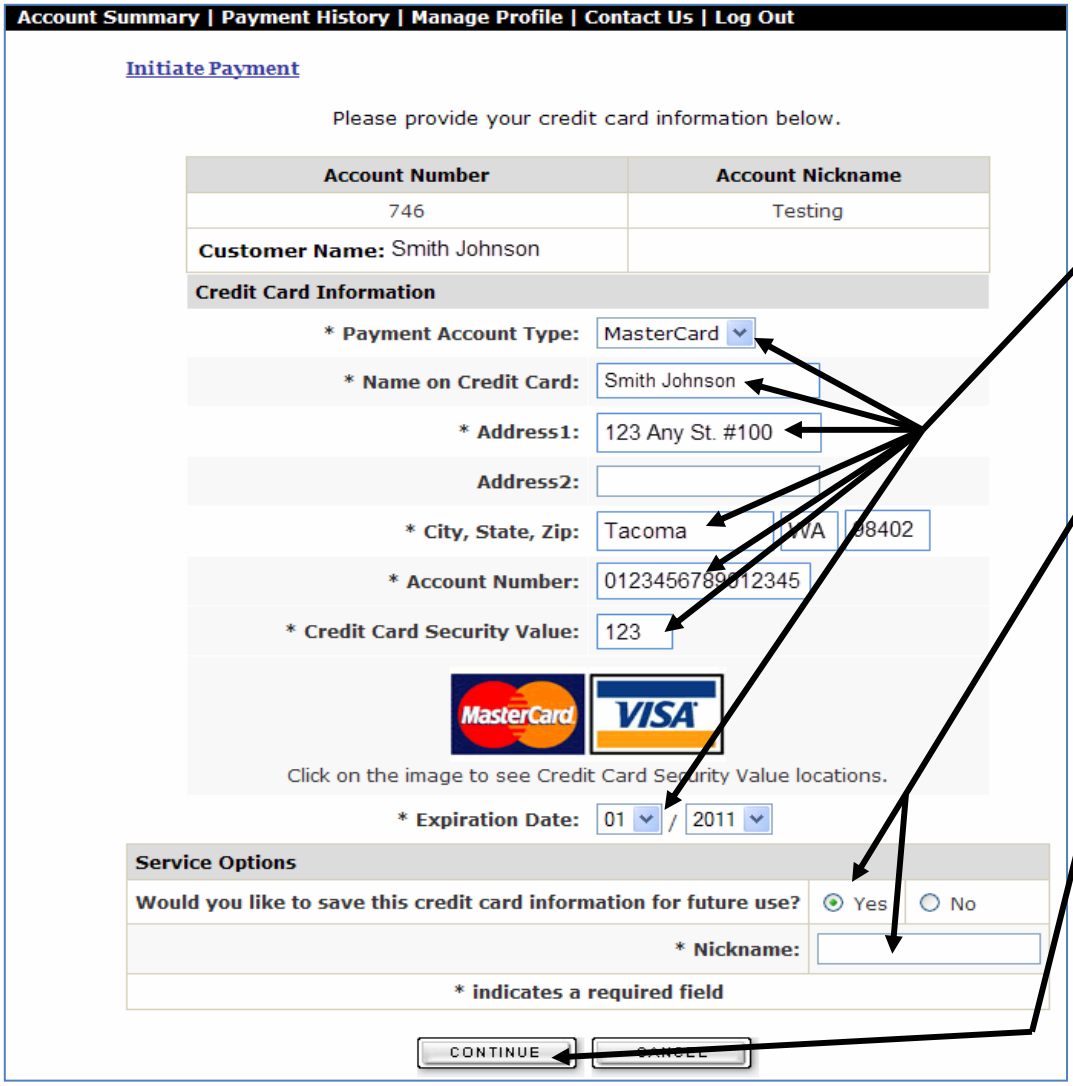
Verify Account Number and Account Nickname (if you have information saved from a previous transaction).

Click "PAY NOW"

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

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

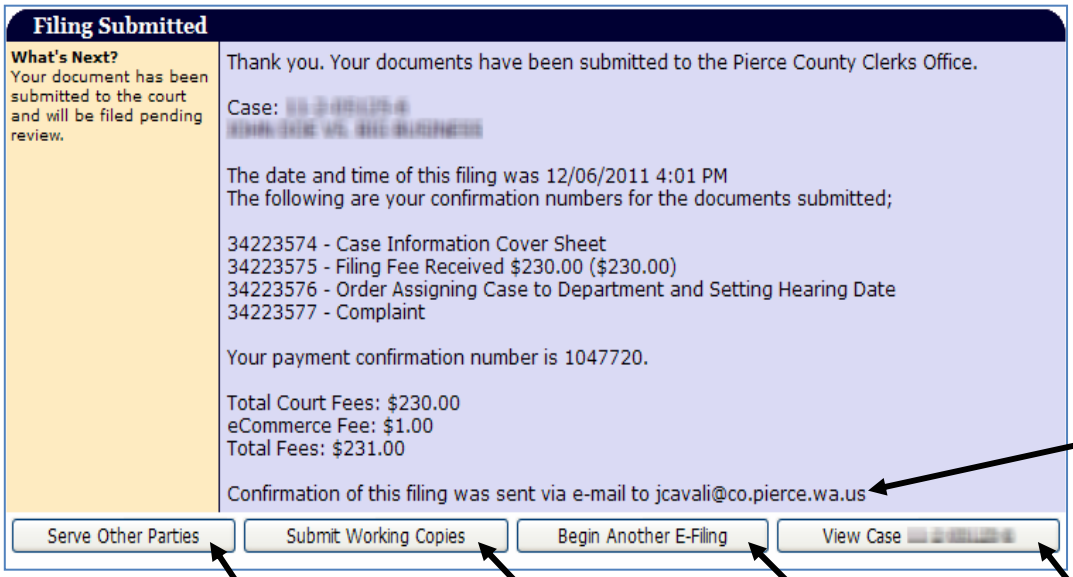
Click "PAY NOW"



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"



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.