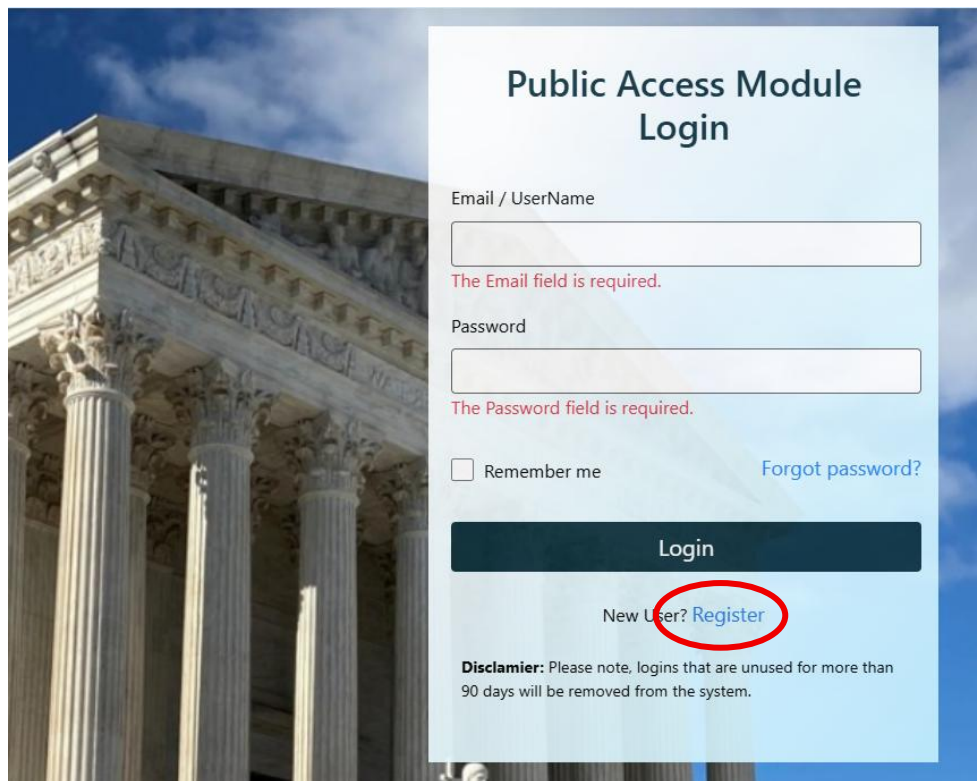


Attorney Instructions

Public Access Module E-filing

CREATING A PUBLIC ACCESS ACCOUNT FOR E-FILING

- 1) Select the **ATTORNEY E-FILING PORTAL** icon
- 2) Create an OCourt Public Access Module by selecting **Register**



Public Access Module
Login

Email / UserName

The Email field is required.

Password

The Password field is required.

☐ Remember me [Forgot password?](#)

Login



New User? [Register](#)

Disclaimer: Please note, logins that are unused for more than 90 days will be removed from the system.

- 3) Add **Case/Infraction Number** (same as ticket/citation number)
- 4) Change jurisdiction to **Tukwila**
- 5) Select **E-Filing**
- 6) Select **Next**
- 7) Complete the **Account Registration Information** (should be your information)
- 8) Select **Success** to complete submission
- 9) You should have received an email from **Public Access Module** to retrieve a one-time password and complete registration

E-FILING DOCUMENTS WITH THE COURT

- 1) Login using your email and password provided by Public Access Module
- 2) Select E-Filing
- 3) Select **Add Case Number**
- 4) Add **Case/Infraction Number** (same as ticket/citation number)
- 5) Change **Jurisdiction** to Tukwila
- 6) Add **Description** of document (Notice of Appearance, Motion to Continue, Community Service Hours)
- 7) Select **Add** to add case to the system
- 8) Select **blue arrow** to upload PDF document(s)

Status	Actions (upload / Delete)
Confirmed	 

- 9) Select **Upload**
- 10) Select **choose file**
- 11) Once PDF file has been chosen, select **Upload**
 - Please note: your document may be rejected if not in PDF format
- 12) The PDF document should now be uploaded and **Waiting for (court staff) approval**
- 13) You should have also received an email verifying that your document has been successfully uploaded