

# Clark County Courts E-File System (CCCEF) QUESTIONS AND ANSWERS

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**Question: Who can e-file Documents with the Clark County Courts?**

**Response:** *Only Attorneys and Government Agencies can e-file documents at this time.*

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**Question: How can my Attorneys, Government agency begin e-filing?**

**Response:** A registration form needs to be submitted. Complete the form to the Clark County District Court Administrative Offices.

Correctly completed registration forms will receive a username and password within 3-4 weeks.

Designate someone as your **PRIMARY** contact person/email address. This person/email address will receive all of the automatic email receipts.

Once you receive your username and password, you should to submit "test" documents – both a single page and a multiple page document. When you receive confirmation from the Court (in the form of date-stamped email receipts), you can begin using CCCEF.

Ensure that you have a scanner that can create both single and multi-page documents in:

- **Group Type 4 TIF format** and is configured for **300x300 dpi** (dots per inch)
- **Black and White**, Group Type 4 compressed
- **PDF format**

\*\*If the image is not clear, it will be rejected.

Be sure to periodically check your "JUNK MAIL" folder, if you do not see our email in your Inbox.

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**Question: Can I e-file in District and Superior Courts?**

**Response:** Both courts accept efilings. Superior Court does have different requirements than District Court. Please see their website for more information:

[http://www.clark.wa.gov/courts/clerk/electronic\\_filing.html](http://www.clark.wa.gov/courts/clerk/electronic_filing.html)

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**Question: What documents can I or my office e-file?**

**Response:** Documents (pleadings) related to an open court case in Clark County Courts.

In District Court new cases can also be e-filed provided the filing fee is paid and a case number is obtained from the Court first. To do this, call District Court for case number(s) and pay on line with Point and Pay at:

<https://client.pointandpay.net/web/ClarkCountyDistCourtWA>

Please indicate the case numbers and e-file a copy of the payment confirmation.

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**Question: What documents CANNOT be e-filed by me or my office?**

**Response:**

- Foreign Judgments
  - Original Wills
  - Certified records of proceedings for purposes of appeal
  - Negotiable instruments
  - Bail Bonds
  - Documents presented for filing during a court hearing or trial
  - Documents of foreign governments under official seal
  - We also **do not accept Bench Copies** for the judicial office
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**Question: Will I get a conformed copy when I e-file?**

**Response:** Yes. Automatic email receipts (copies of your filing with a date stamp) will be sent to your **PRIMARY** email address. If you need a copy of a signed document, you will need to contact District Court directly.

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**Question: What image format should I use?**

**Response:** We **strongly** recommend .TIF or .TIFF (Tagged Image File Format) formats, because they are the most popular, flexible and they easily download into the Court's imaging system. As of Monday, September 23, 2013, you may also submit .PDF documents.

\*\*Please be aware that **.PDF documents may be difficult to read when imported** into our system and may be even more difficult to read when emailed back to you. This is why we recommend submitting .TIF or .TIFF documents.

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**Question: When scanning a document image per requirements, can I scan colored paper?**

**Response:** Any original documents that are on colored paper and/or onion skin or other non-standard white bond paper should be copied on your copier and then **the COPY should be scanned** for your e-file document image. Colored or other material paper generates a lower quality, larger sized image.

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**Question: Which internet browser should I use?**

**Response:** Internet Explorer, version 9 or OLDER. Chrome, Firefox and Safari are not supported. Internet Explorer, version 10 and newer, does not offer the "Open FTP site in Windows Explorer" option that is required.

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**Question: Who do I need to contact to reset my password or update my agency info, email, or phone number?**

**Response:** Any technical issues you have with e-filing or the FTP site, please contact Clark County District Court's administration line (360) 397-2414 or email: [distct@clark.wa.gov](mailto:distct@clark.wa.gov).

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**Question: What are the steps for the Public to begin e-filing?**

**Response:** At this time, the e-filing service is **not available to the general public.**

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