eFiling Using Windows Explorer ONLY
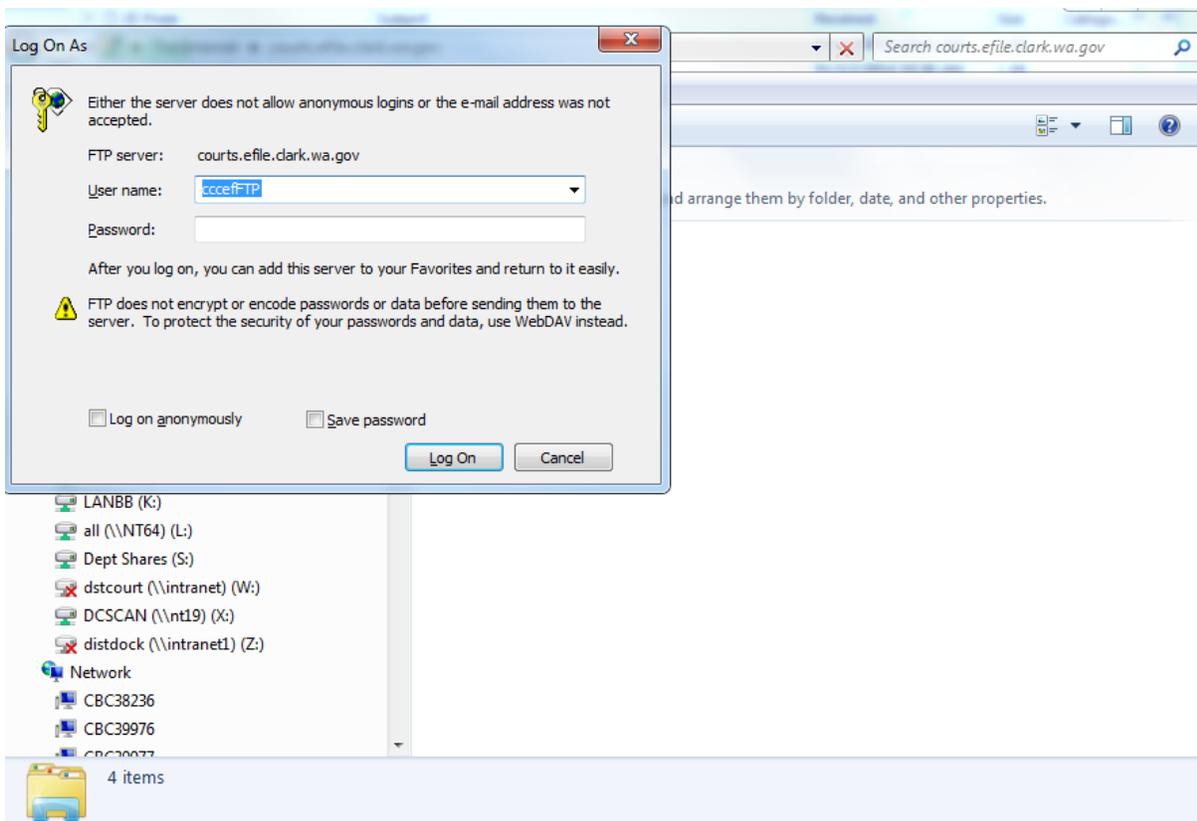
Open Windows Explorer

Click in the address line:

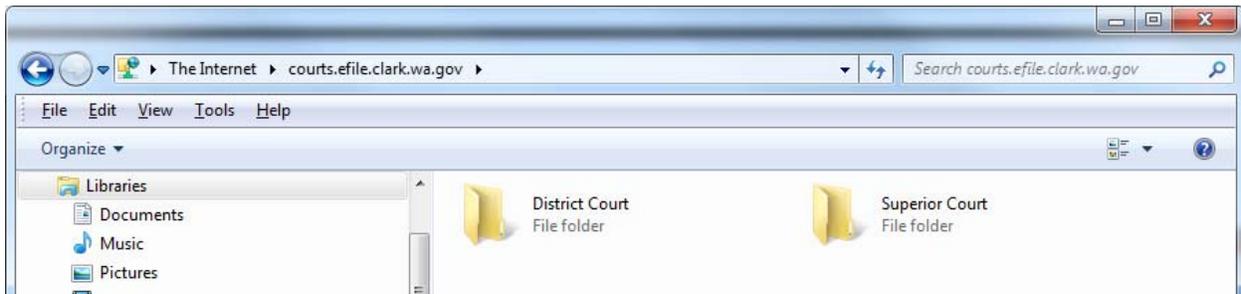Type in the following address (exactly):   ftp://courts.efile.clark.wa.gov

You will be prompted to log in.

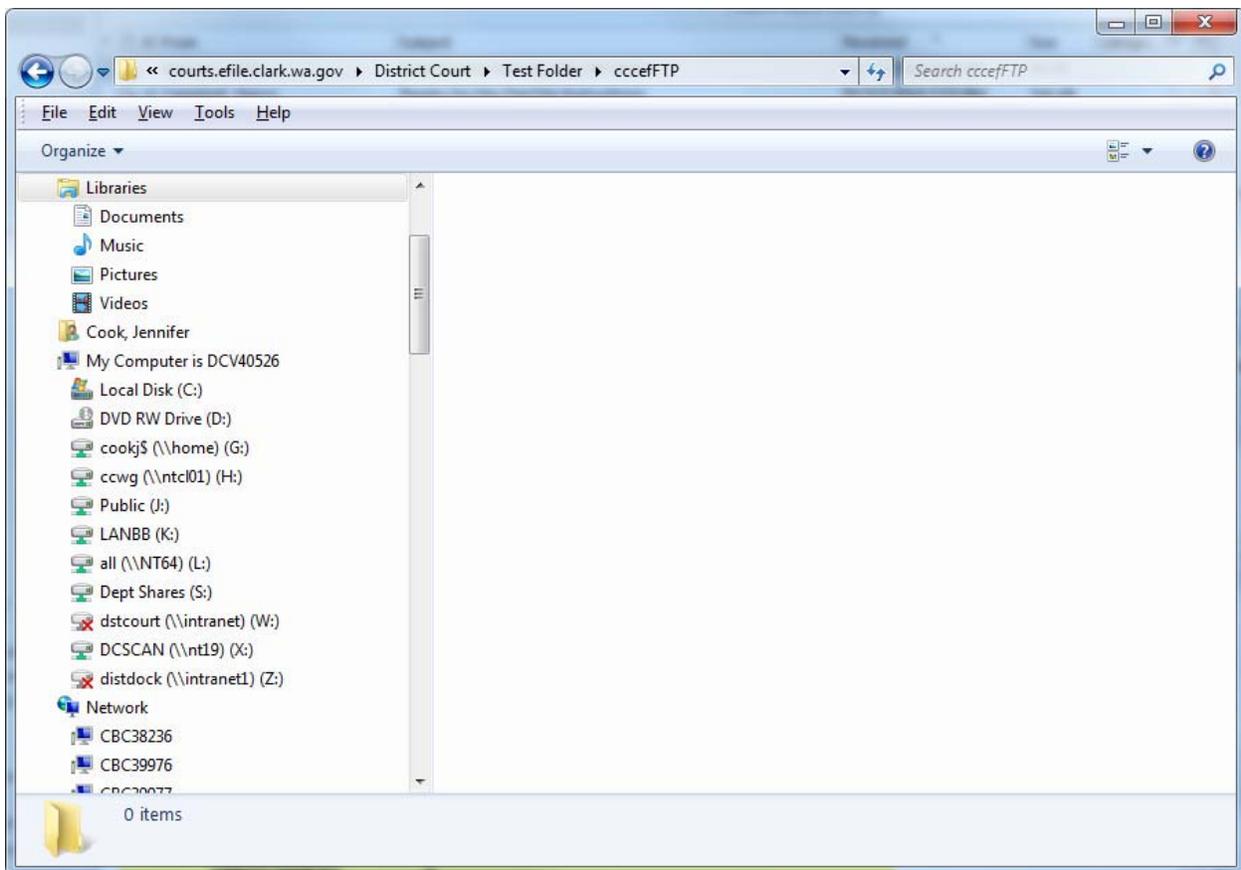Type in your username (case sensitive).

Type in your password (case sensitive).

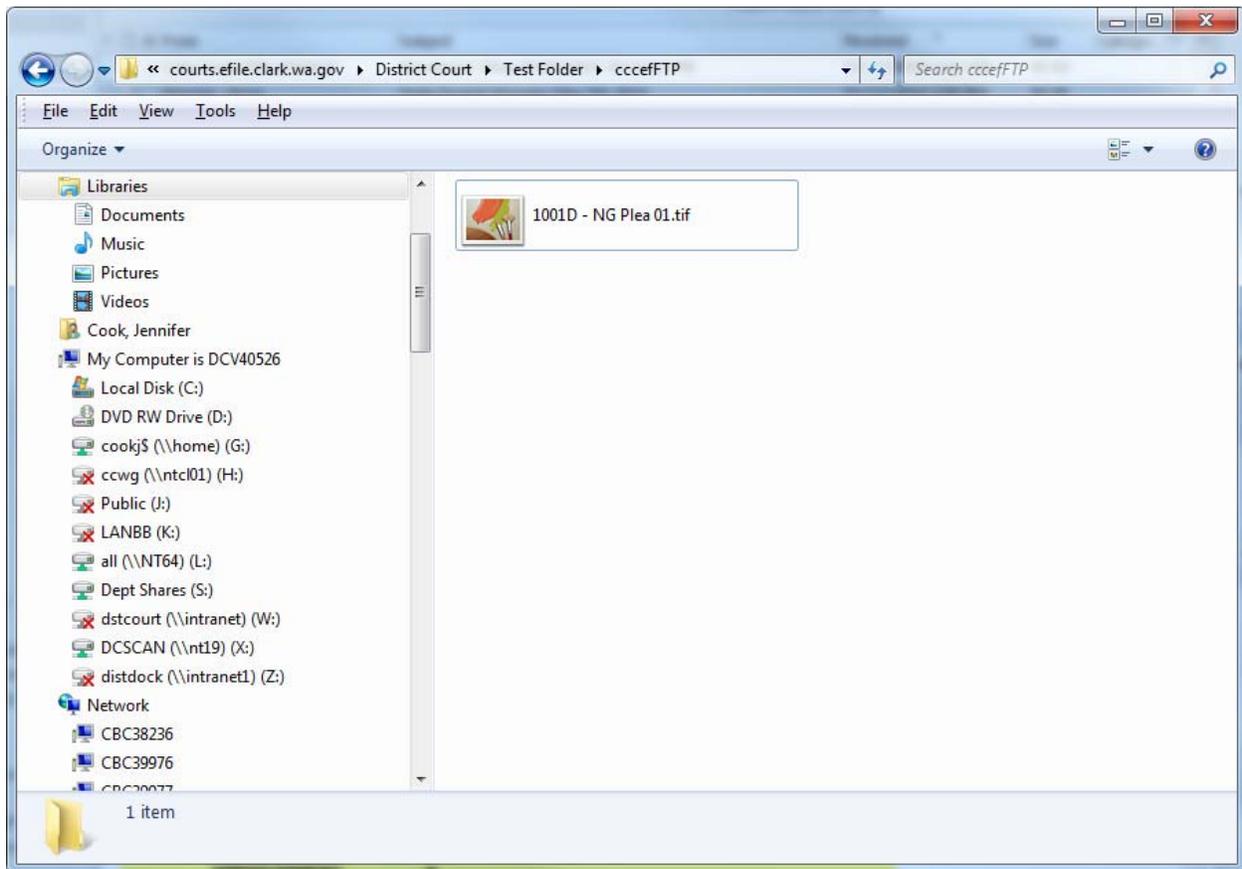This brings you to the Court level – double click whichever Court you are uploading to:

Find your law firm's folder – double click on it.

Double click on your user's folder.

You will be left with a blank window on the right and your computer's drives on the left.

Cut/paste or drag/drop your document(s) into the blank side:

Leave the documents in this window – do not delete. They will eventually disappear (as your network updates). The window can just be closed when you're done – there is no need to "log out."