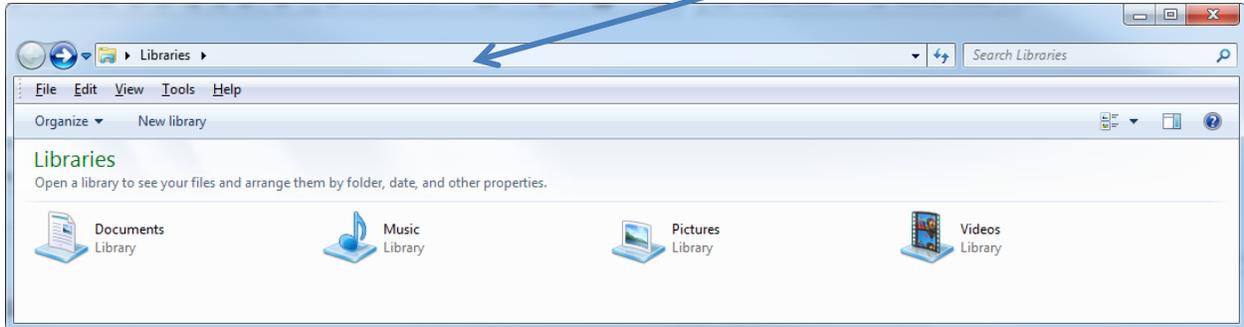


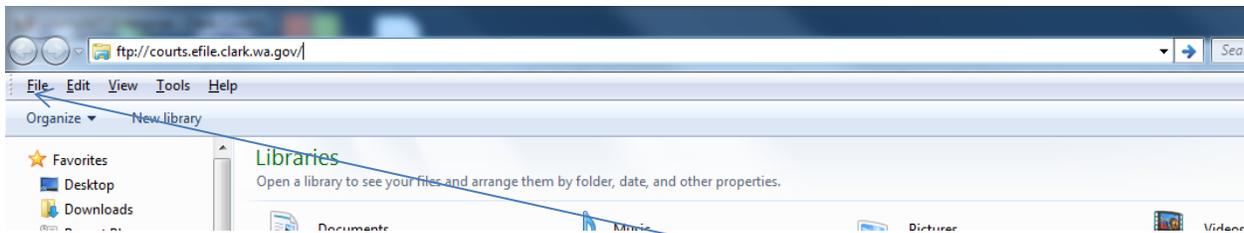
RIGHT-CLICK on Start Button

Click Open Windows Explorer (if you don't see an option on the context menu to "Open Windows Explorer", then just Open the "My Computer" icon on your desktop. Click in a blank area of the address line.



Type **ftp://courts.efile.clark.wa.gov**

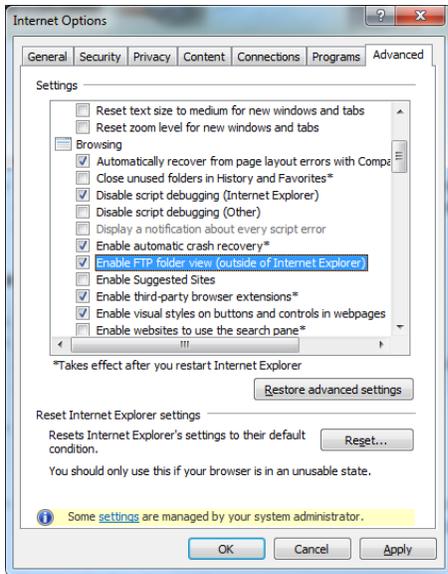
(NOTE: DO NOT USE THIS AS A LINK - COPY and PASTE this <ftp://courts.efile.clark.wa.gov/> into **Windows Explorer or type it in.**)



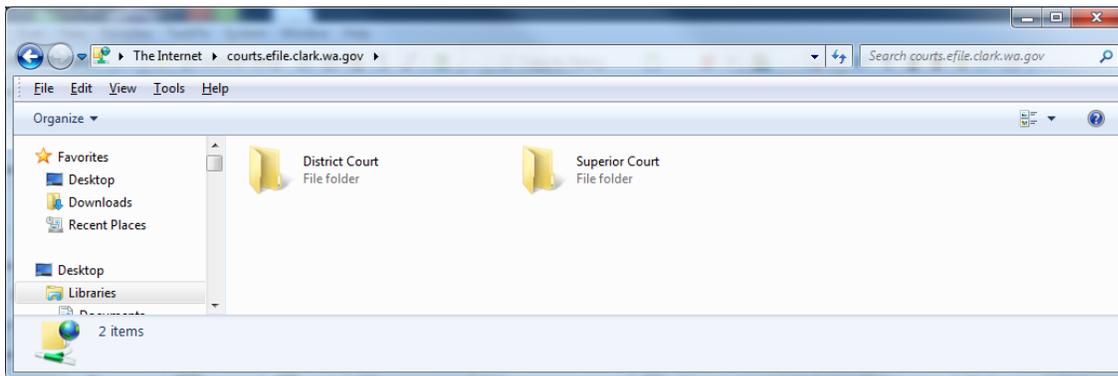
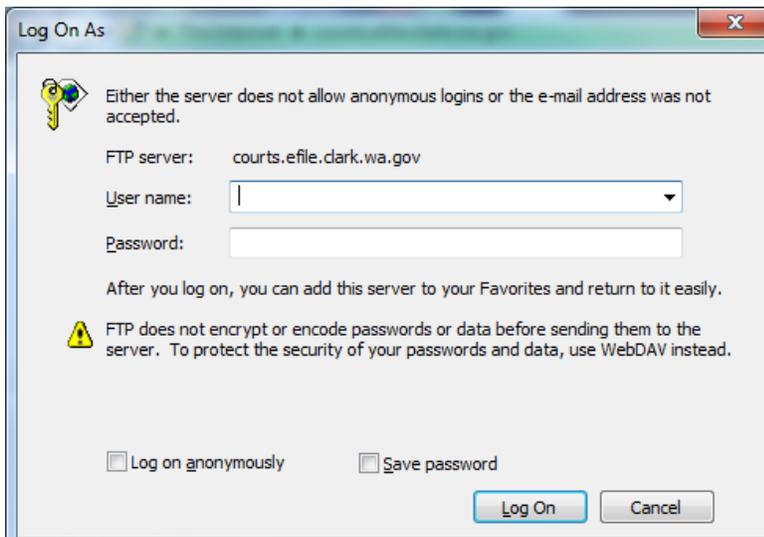
The **Log on As** box will open THEN type in your User Name and Password. If you do not see this "File" menu in your "Windows Explorer" window, click "Alt+F" and the menu should open.

If your pc opens Internet Explorer after you type enter the ftp address, then you will need to open Internet Options in Internet Explorer, then click the "Advanced Tab" then check the box that states: "Enable FTP folder view (outside of Internet Explorer)"

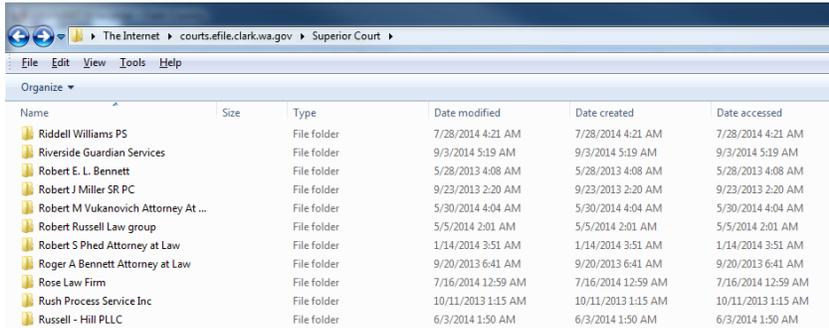




If the **Log on As** box does not open automatically then click on the “File” menu then click **Log on As**



You will see the 2 folders above. Double-click on Superior Court, your Law Firm, then click on attorney name folder, open the folder then drag your tif files that you are e-filing into the folder.



Name	Size	Type	Date modified	Date created	Date accessed
Riddell Williams PS		File folder	7/28/2014 4:21 AM	7/28/2014 4:21 AM	7/28/2014 4:21 AM
Riverside Guardian Services		File folder	9/3/2014 5:19 AM	9/3/2014 5:19 AM	9/3/2014 5:19 AM
Robert E. L. Bennett		File folder	5/28/2013 4:08 AM	5/28/2013 4:08 AM	5/28/2013 4:08 AM
Robert J Miller SR PC		File folder	9/23/2013 2:20 AM	9/23/2013 2:20 AM	9/23/2013 2:20 AM
Robert M Vukanovich Attorney At ...		File folder	5/30/2014 4:04 AM	5/30/2014 4:04 AM	5/30/2014 4:04 AM
Robert Russell Law group		File folder	5/5/2014 2:01 AM	5/5/2014 2:01 AM	5/5/2014 2:01 AM
Robert S Phed Attorney at Law		File folder	1/14/2014 3:51 AM	1/14/2014 3:51 AM	1/14/2014 3:51 AM
Roger A Bennett Attorney at Law		File folder	9/20/2013 6:41 AM	9/20/2013 6:41 AM	9/20/2013 6:41 AM
Rose Law Firm		File folder	7/16/2014 12:59 AM	7/16/2014 12:59 AM	7/16/2014 12:59 AM
Rush Process Service Inc		File folder	10/11/2013 1:15 AM	10/11/2013 1:15 AM	10/11/2013 1:15 AM
Russell - Hill PLLC		File folder	6/3/2014 1:50 AM	6/3/2014 1:50 AM	6/3/2014 1:50 AM

Files can only be transferred to the folder of the named Attorney who is logged in.

For legal assistants who log in for multiple attorneys in their office, it is simplest to use download and use FileZilla which is a free FTP Transfer client program. FileZilla simplifies logging in to FTP site and transferring files.