

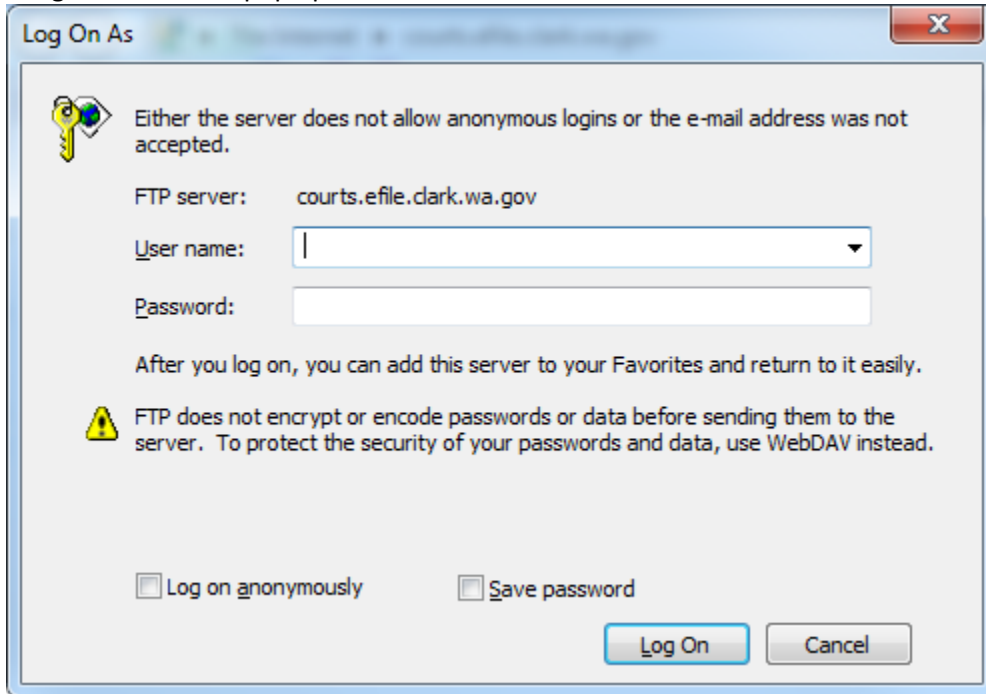
CCCEF FTP Site Instructions

FTP site: <ftp://courts.efile.clark.wa.gov>

**Must have username and password BEFORE you can log in.

PC Users – use Internet Explorer (version 9 or older), Chrome is not supported.

A login window will pop up:



Log On As


Either the server does not allow anonymous logins or the e-mail address was not accepted.

FTP server: courts.efile.clark.wa.gov

User name:

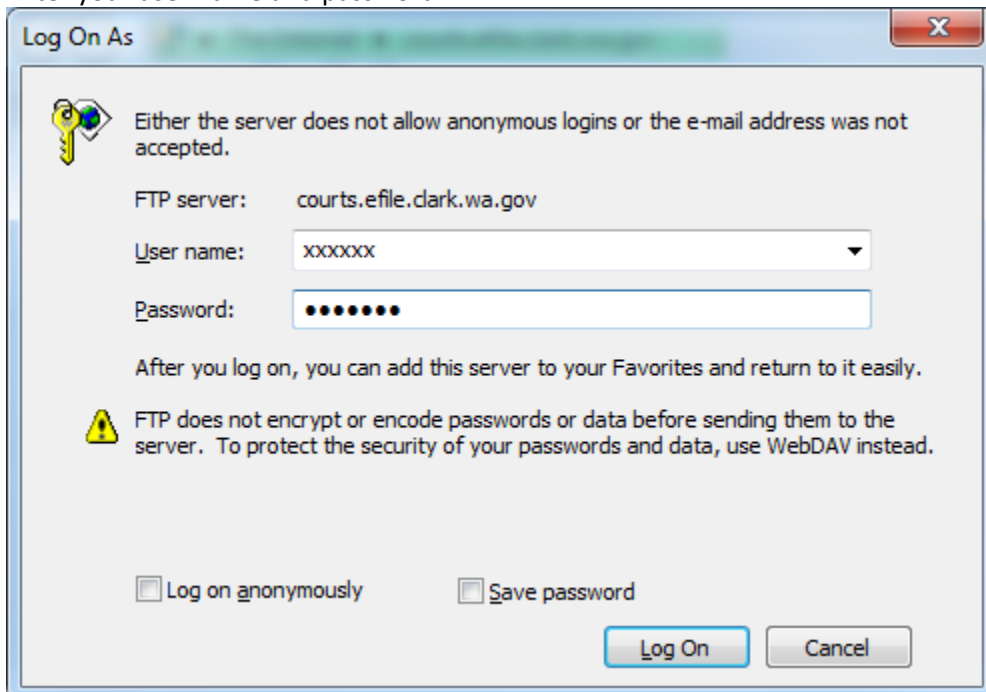
Password:

After you log on, you can add this server to your Favorites and return to it easily.

 FTP does not encrypt or encode passwords or data before sending them to the server. To protect the security of your passwords and data, use WebDAV instead.

Log on anonymously Save password

Enter your user name and password.



Log On As


Either the server does not allow anonymous logins or the e-mail address was not accepted.

FTP server: courts.efile.clark.wa.gov

User name:

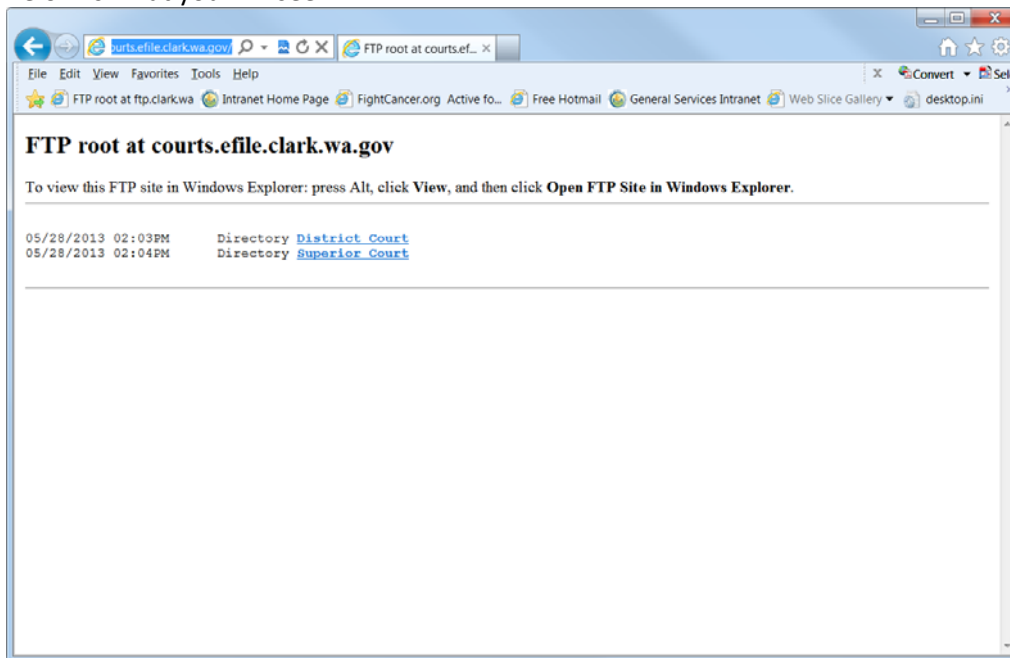
Password:

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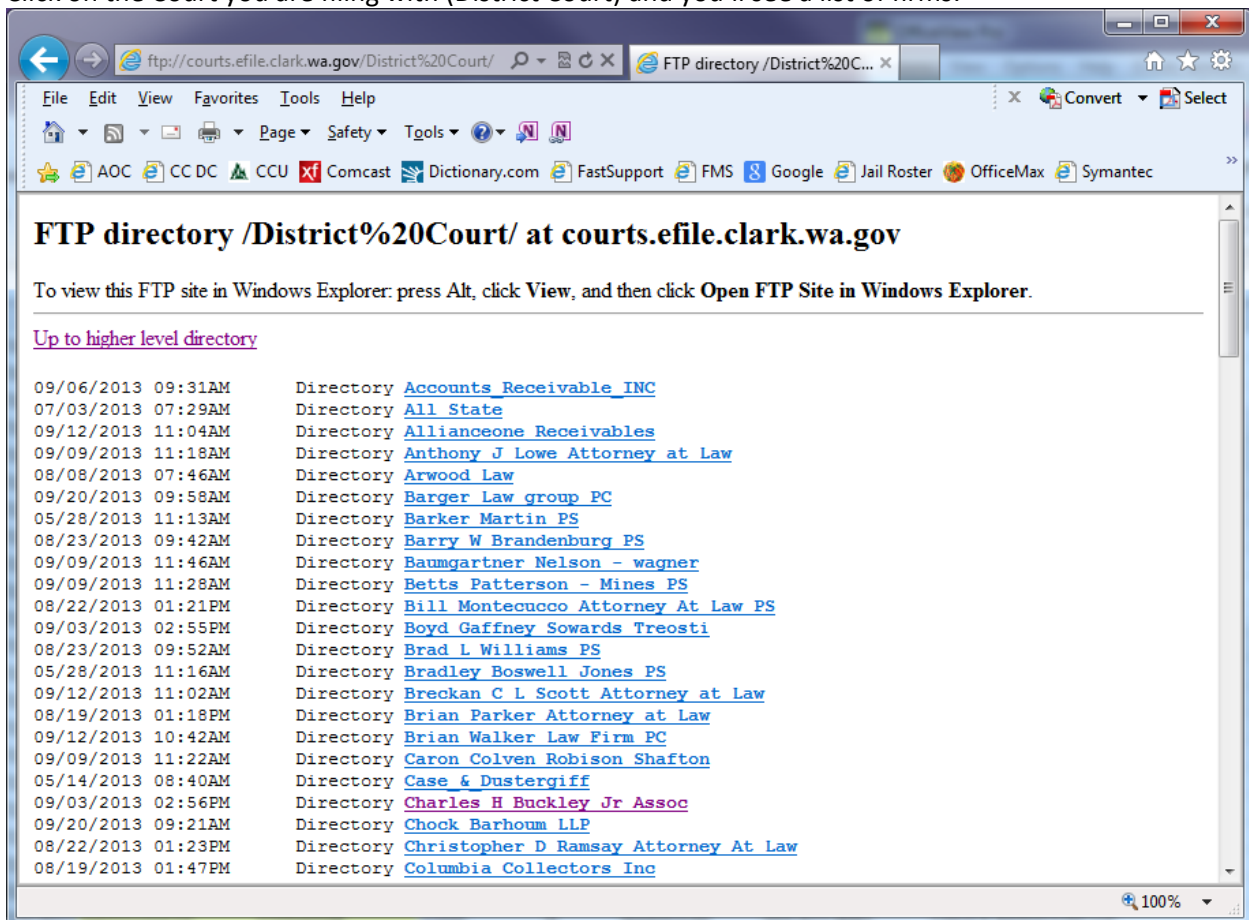
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Log on anonymously Save password

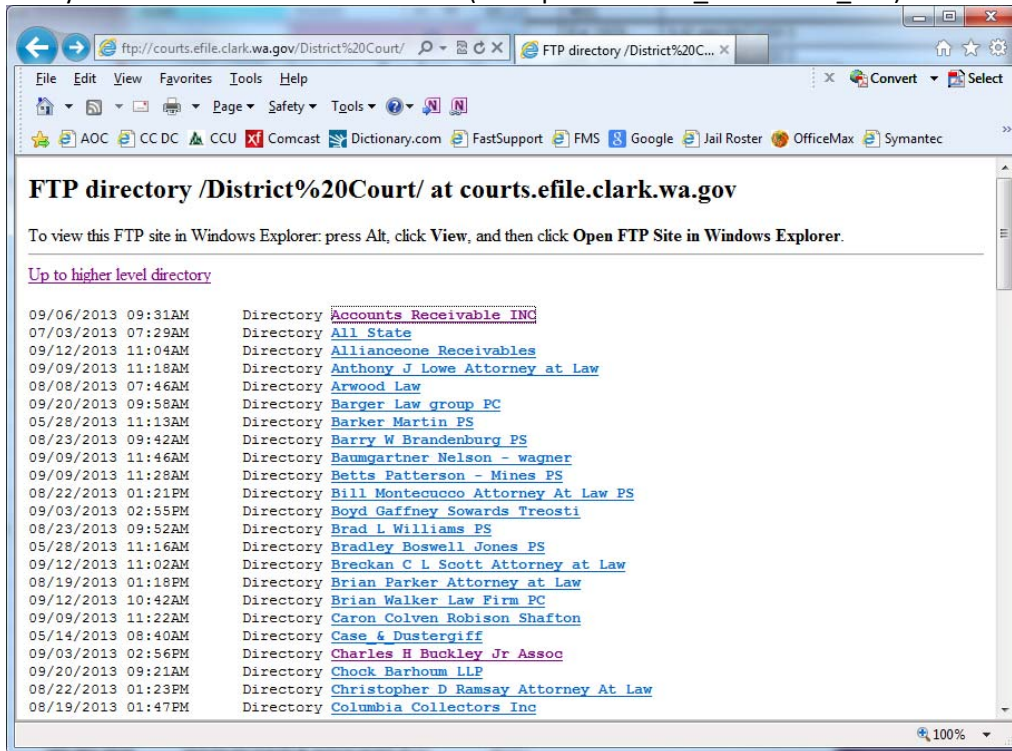
Below is what you will see:



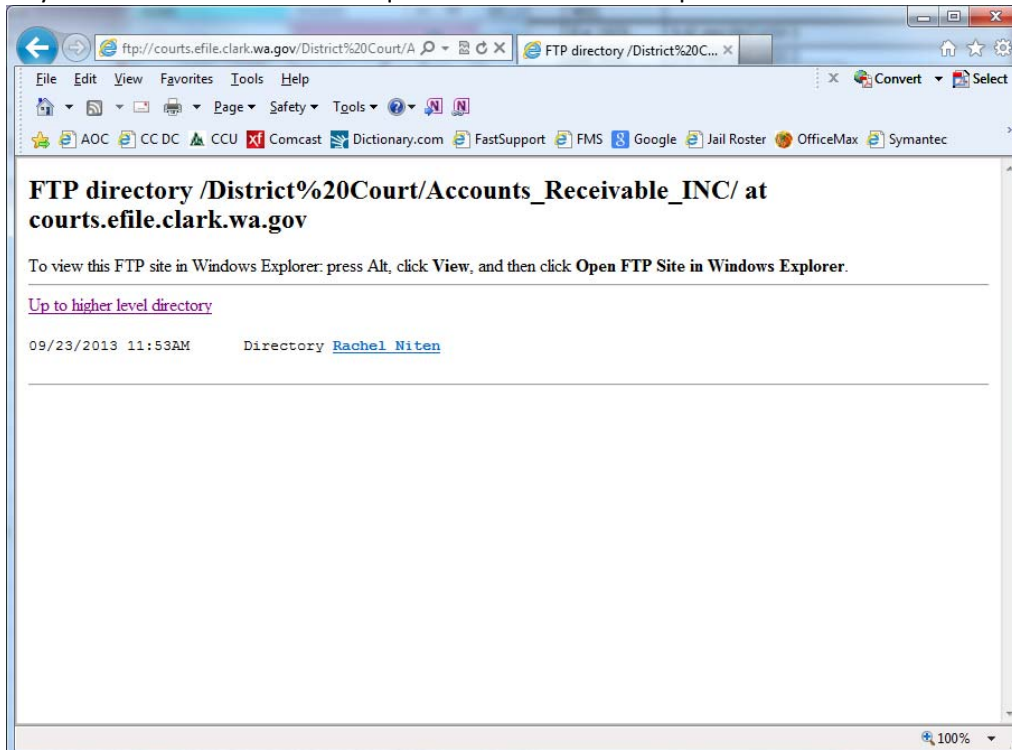
Click on the Court you are filing with (District Court) and you'll see a list of firms:



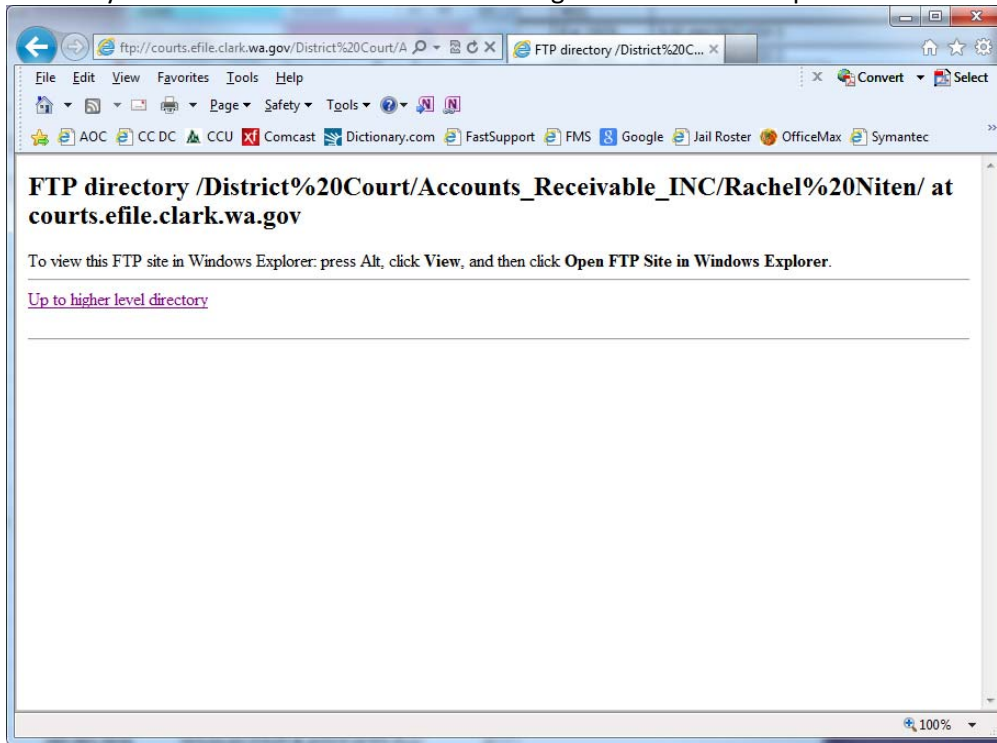
Find your firm in the list and click on it (example Accounts_Receivable_INC):



Anyone within that firm that requested a username and password will show as a list:



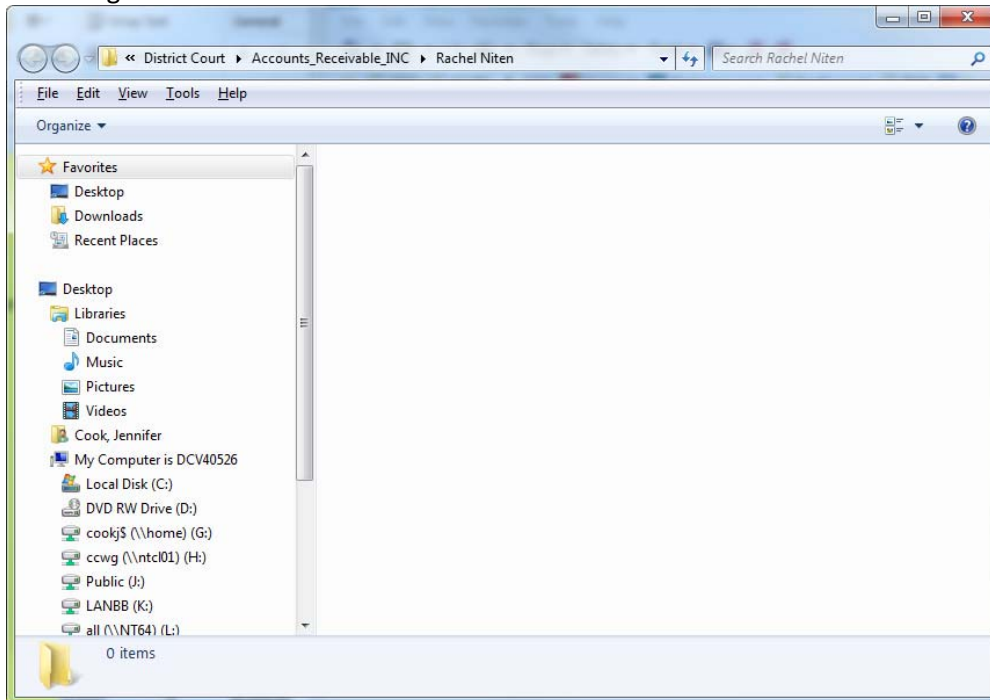
Click on your name in the list and the following screen will come up:



Click on the **View menu** (at the top of the screen, along with File, Edit, Tools, etc.) and select Open FTP site in Windows Explorer.

**You may be asked to log in a second time at this point (MAY, not always).

Windows Explorer window will come up – with your computer's drives on the left and a BLANK window on the right.



Drag and drop or cut and paste your documents to this window. There is no browse tool.

Liberty will import the document(s).

Unless you are on the County's network, the documents **will not disappear immediately**. It may take up to a few hours for them to disappear from your folder.

Please **DO NOT delete and resubmit documents. You are welcome to email District Court and verify that they have been received – distct@clark.wa.gov

Liberty will stamp each filed document with the date and time.

Documents are only imported Monday through Friday, 8:00am to 4:30pm, except federal holidays.