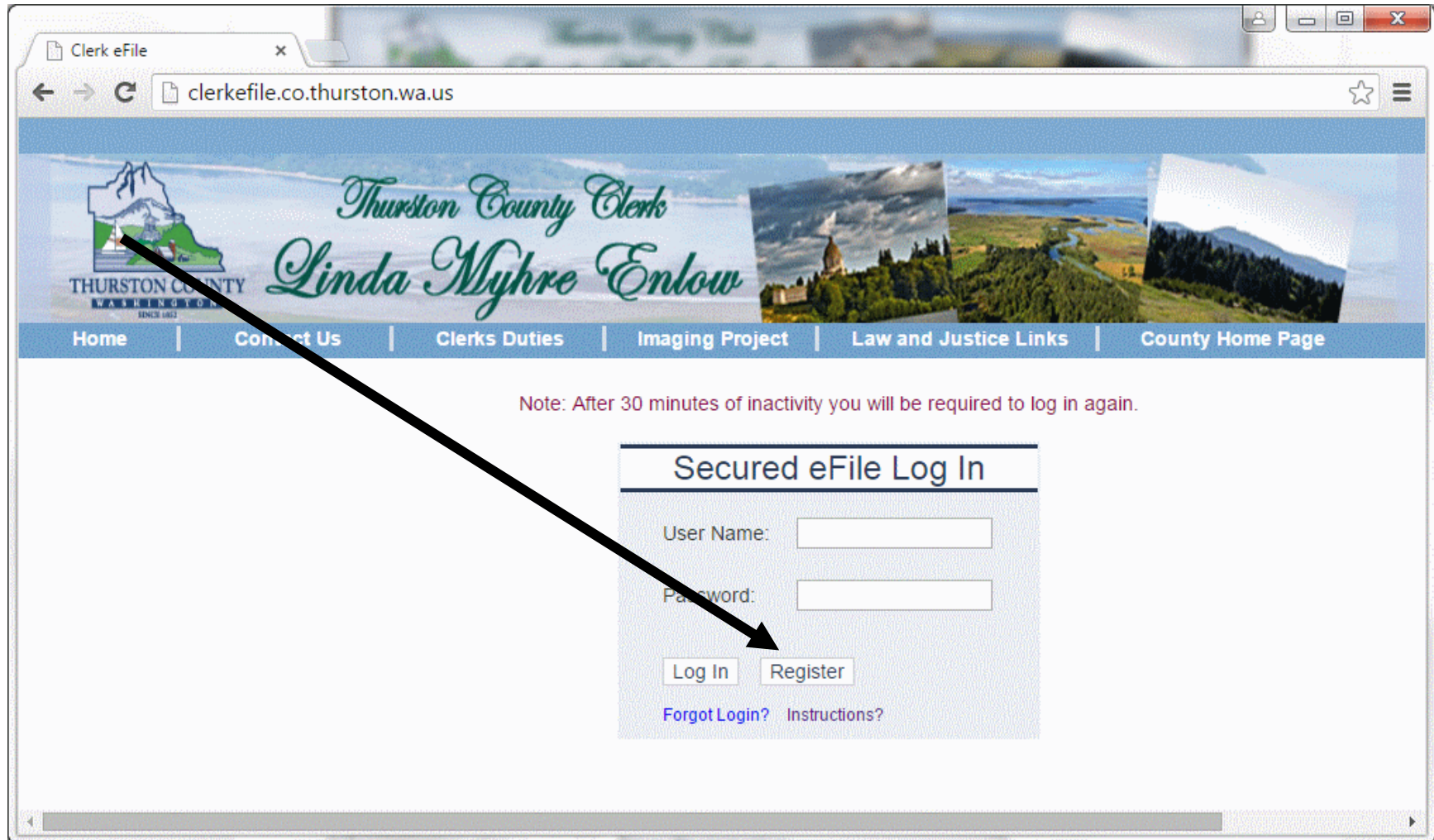


How to Use eFile:

Step 1: Registration



The screenshot shows a web browser window with the address bar displaying `clerkfile.co.thurston.wa.us`. The page header features the Thurston County logo and the name *Linda Myhre Enlow*. A navigation bar includes links for Home, Contact Us, Clerks Duties, Imaging Project, Law and Justice Links, and County Home Page. A note states: "Note: After 30 minutes of inactivity you will be required to log in again." Below this is a "Secured eFile Log In" box containing fields for "User Name:" and "Password:", and buttons for "Log In" and "Register". A black arrow points from the "Register" button to the "Register" text in the navigation bar.

Clerk eFile x

clerkfile.co.thurston.wa.us

THURSTON COUNTY WASHINGTON
BENCH UNIT

*Thurston County Clerk
Linda Myhre Enlow*

Home | Contact Us | Clerks Duties | Imaging Project | Law and Justice Links | County Home Page

Note: After 30 minutes of inactivity you will be required to log in again.

Secured eFile Log In

User Name:

Password:

[Forgot Login?](#) [Instructions?](#)

Enter your account/profile information and Click "Create User".

us/Registration.aspx

User Registration

Create Account

First Name:

Last Name:

Business Name:

Address:

City:

State:

Zip Code:

Phone #: Ext:

User Name:

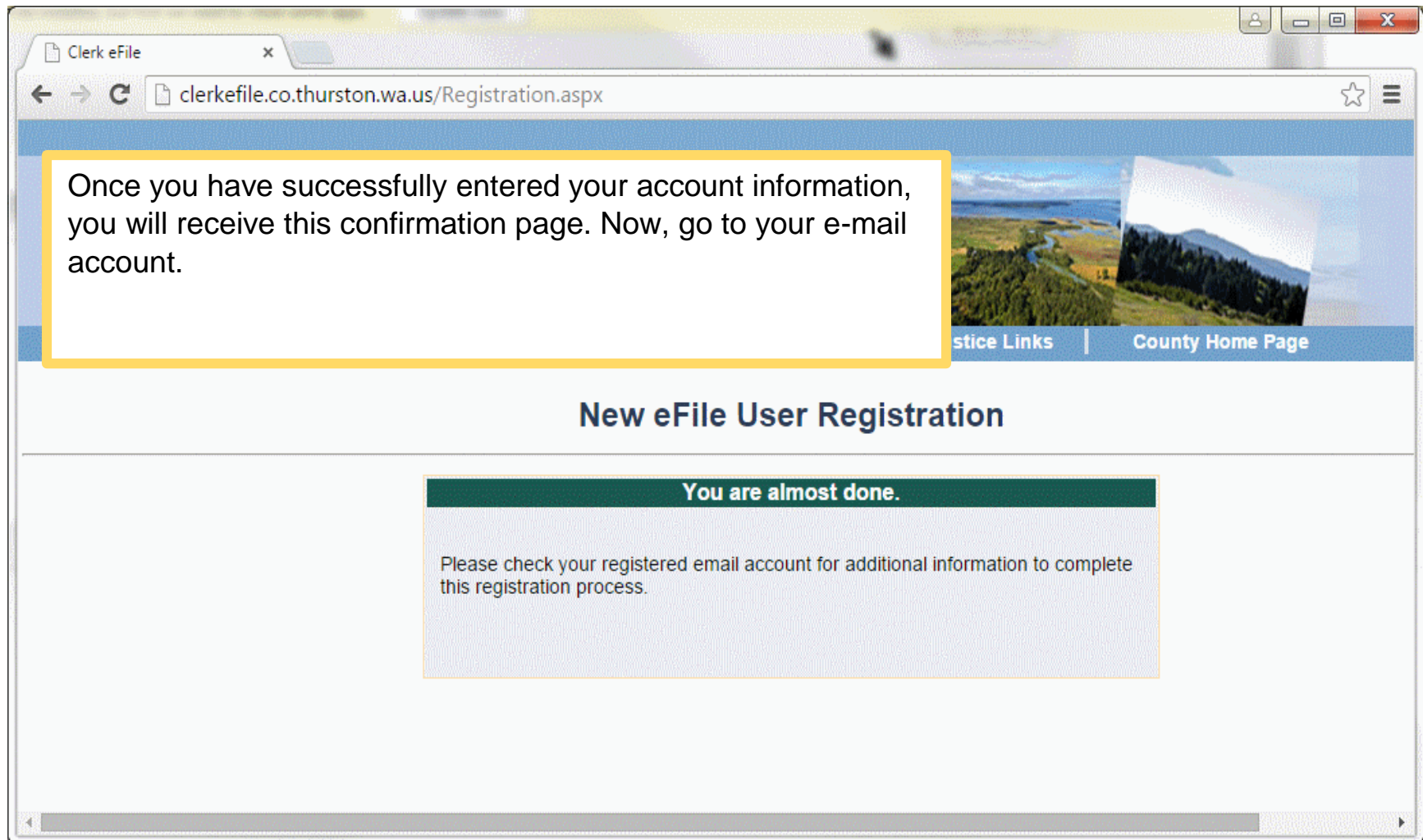
Password:

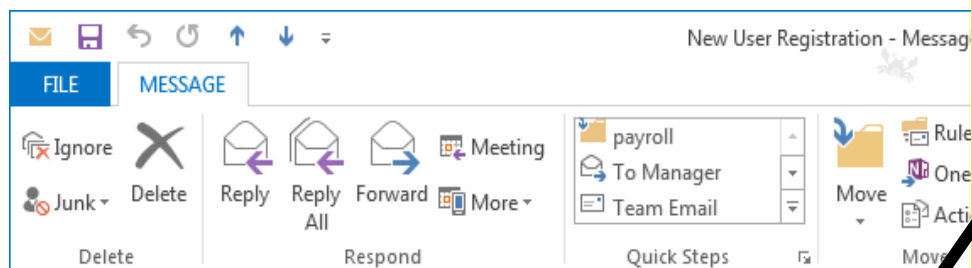
Confirm Password:

E-mail:

Favorite Food?

Note: Write down your **favorite food answer**. This is required later if you forget your login information.





This is what the confirming e-mail will look like. **Click** the noted link in the e-mail message to complete the process. You may need to check your junk folder if you don't see the e-mail.

Note: If you don't receive a confirmation e-mail, please contact the Clerk's Office.



Thu 10/22/2015 7:28 AM

ClerkeFileAdmin@co.thurston.wa.us

New User Registration

To [Redacted]

Welcome to Thurston County Clerk eFile

Hello nguyenuser,

To complete your registration process please click on the link below:

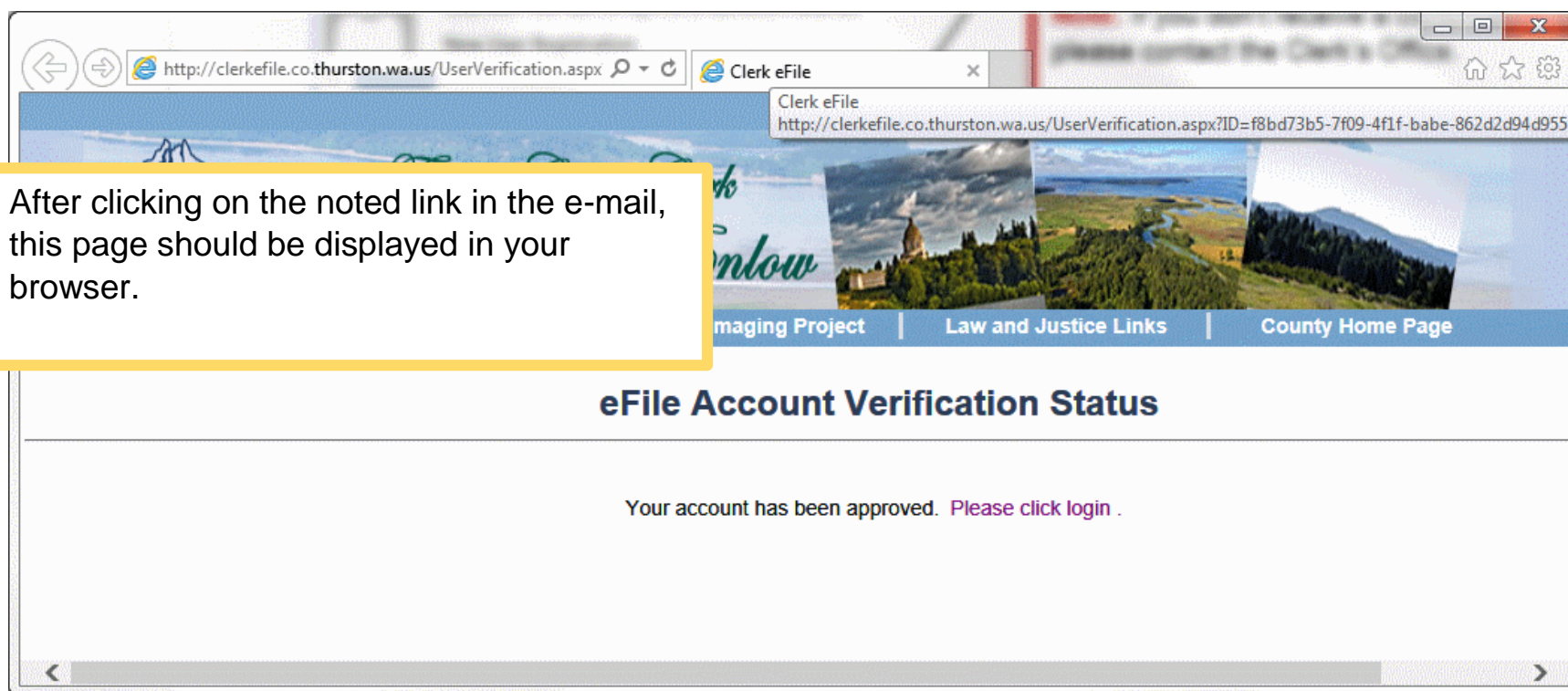
<http://clerkefile.co.thurston.wa.us//UserVerification.aspx?ID=f8bd73b5-7f09-4f1f-babe-862d2d94d955>

After visiting the above link you can log into the site.

If you have any problems verifying your account, please contact us a County_clerk@co.thurston.wa.us.

Thank You.

After clicking on the noted link in the e-mail, this page should be displayed in your browser.



You are now ready to login in and start eFiling your documents.

Note: Please note the timeout after 30 minutes of inactivity.

Note: After 30 minutes of inactivity you will be required to log in again.

Secured eFile Log In

User Name:

Password:

[Forgot Login?](#) [Instructions?](#)

Step 2: File Upload

The screenshot shows a web browser window with the URL <https://clerkfile.co.thurston.wa.us/FileUpload.aspx>. The page features the Thurston County logo and a navigation bar with links: Home, Contact Us, Clerks Duties, Imaging Project, Law and Justice Links, and County Home Page. The main heading is "File Upload". On the left is a sidebar menu with options: File Upload, Case Status, Change Password, Update Profile, and Log Out. The main content area contains form fields for Case Number, Case Title, Case-Type (a dropdown menu currently showing "----Select One----"), and Document List (a dropdown menu). To the right of the form is a "Note" section with two paragraphs of text and a link.

Upon logging in, the File Upload page will be displayed. You can always get back to this page by clicking on the File Upload menu option.

Note 1: Please note that if your transaction requires a filing fee, you must pay before uploading any files.

Note 2: If the New Case has no Case Number, please follow this instruction.

Note: If your upload requires a filing fee, please [Click Here](#).

Note: If you are filing a new case and don't have a Case Number, please use the Case Type Number (e.g. A new case with Case Type 2 would be 22-22222-22 and file the Case Information Sheet, Petition/Complaint. If you are filing a domestic or paternity action you will also need to include the confidential information sheet. We will enter the case and email you your case number for you to proceed to e-file any remaining documents.

Enter the information, selecting the appropriate Case-Type and Document List options. Then use the Choose File button to navigate to the file that you wish to eFile. Only one file at a time can be uploaded (eFiled). Check the Bench Copy option if appropriate.

The screenshot shows a web browser window displaying a 'File Upload' form. The form has a left sidebar with links: 'File Upload', 'Case Status', 'Change Password', 'Update Profile', and 'Log Out'. The main form area contains the following fields and options:

- Case Number:** Text input with '55-5-555-55-55' entered.
- Case Title:** Text input with 'test sample' entered.
- Case-Type:** Dropdown menu with 'Civil' selected.
- Document List:** Dropdown menu with 'Certificate of Mailing' selected.
- Select file to upload:** Section containing a 'Choose File' button and the text 'No file chosen'.
- Bench Copy Option:** A checked checkbox followed by the text 'Yes. I would like a Bench-Copy or Settlement Conference Statements for a \$10.00 fee.'
- Notes:** A red note below the checkbox states: 'Note: Only one bench copy/settlement conference statement fee is needed to be paid for all copies needed for a particular hearing. For copies over 200 pages please contact County_clerk@co.thurston.wa.us.'
- Right-Side Notes:** Two red notes on the right side of the form. The first says: 'Note: If your upload requires a filing fee, please [Click Here](#).' The second says: 'Note: If you are filing a new case and don't have a Case Number, please use the Case Type Number (e.g. A new case with Case Type 2 would be 22-22222-22 and file the Case Information Sheet, Petition/Complaint. If you are filing a domestic or paternity action you will also need to include the confidential information sheet. We will enter the case and email you your case number for you to proceed to e-file any remaining documents.'
- Upload Button:** A large 'Upload' button at the bottom center of the form.

Annotations include a yellow box around the top instruction text and two black arrows pointing from it to the 'Choose File' button and the 'Bench Copy' checkbox. A red box at the bottom right contains 'Note 1' regarding Internet Explorer's 'Browse' button.

Note 1: In Internet Explorer, it has a "Browse" instead of a "Choose File" button.

Once you have navigated to your file and have selected it, click the Upload button to eFile your document and its associated information.

THURSTON COUNTY
Jana Lynne Oniz

Home | Contact Us | Clerks Duties | Imaging Project | Law and Justice Links | County Home Page

File Upload

File Upload
Case Status
Change Password
Update Profile
Log Out

Case Number:

Case Title:

Case-Type:

Document List:

Select file to upload:

4.pdf

☒ Yes. I would like a Bench-Copy or Settlement Conference Statements for a \$10.00 fee.


Note: Only one bench copy/settlement conference statement fee is needed to be paid for all copies needed for a particular hearing. For copies over 200 pages please contact County_clerk@co.thurston.wa.us.

Note: If your upload requires a filing fee, please [Click Here](#).

Note: If you are filing a new case and don't have a Case Number, please use the Case Type Number (e.g. A new case with Case Type 2 would be 22-22222-22 and file the Case Information Sheet, Petition/Complaint. If you are filing a domestic or paternity action you will also need to include the confidential information sheet. We will enter the case and email you your case number for you to proceed to e-file any remaining documents.

Clerk eFile x

https://clerkfile.co.thurston.wa.us/fileupload.aspx

 *Thurston County Clerk*
Linda Myhre Enlow

Home | Contact Us | Clerks Duties | Imaging Project

File Upload

Note: If your upload requires a filing fee, please [Click Here](#).

Document uploaded and pending review. Please click on the "Case Status" link to check status or [Click Here](#).

[Upload File for Same Case](#)

[Upload File for New Case](#)

File Upload
Case Status
Change Password
Update Profile
Log Out

You then have the option of eFiling another document associated with the current case or for a different case.

For this example, we selected the Upload File for Same Case option. The case number, case title, and case type will be automatically filled in.

File Upload

Note: If your upload requires a filing fee, please [Click Here](#).

Case Number: 33-4-64567-34

Case Title: This is a test case

Case-Type: Civil

Document List: ----Select One----

Cancel

Step 3. Check Your Case Status

This page contains the details of each file eFiled, reflecting the current status. This page displays by default the last 20 files efiled by the user. Use the search features to find information not displayed initially.

File Upload
Case Status
Change Password
Update Profile
Log Out

Search by one or more criteria:

Case Number: Date Range: Date range limited to 5 days. To Case Status:

Case Status History: Last 20 Log Events sorted by upload time. Use search criteria to access more.

Case Status Details:

Pending: Uploaded file is being reviewed by the Clerk's Office. Please continue to check status.
Note: Please contact the Clerk's office if your upload remains "Pending" for more than 24 hours.

Rejected: Uploaded file has been rejected. Contact the Clerk's Office for more information.

Success: Uploaded file has been processed in our case management system.

- Case Number: 55-5-55555-55
Case Title: test sample
Case Type: Civil
Document List: Certificate of Mailing
File Name: 4.pdf
Bench Copy Requested: Yes
Upload To County Time: 10/23/2015 1:24:46 PM
Case Status: **SUCCESS**
Print Enabled: [Click to Print](#)

Note: Please note the different status codes.

How To Change Your Password:

Clerk eFile x

https://clerkefile.co.thurston.wa.us/ChangePassword.aspx

Thurston County Clerk
Linda Myhre Enlow

THURSTON COUNTY WASHINGTON SINCE 1852

Home | Contact Us | Clerks Duties | Imaging Project | Law and Justice Links | County Home Page

Change eFile Account Password

File Upload
Case Status
Change Password
Update Profile
Log Out

User Name:

Password:

New Password:

Confirm New Password:

How To Update Your Profile:

The screenshot shows a web browser window with the URL <https://clerkfile.co.thurston.wa.us/UserProfile.aspx>. The page header includes the Thurston County logo and the name Linda Myhre. A navigation bar contains links: Home, Contact Us, Clerks Duties, Imaging Project, Law and Justice Links, and County Home Page. The main heading is 'Update eFile Profile'.

On the left side, there is a vertical menu with the following options: File Upload, Case Status, Change Password, Update Profile, and Log Out. A black arrow points from the 'Update Profile' option to the main form area.

The main form contains the following fields:

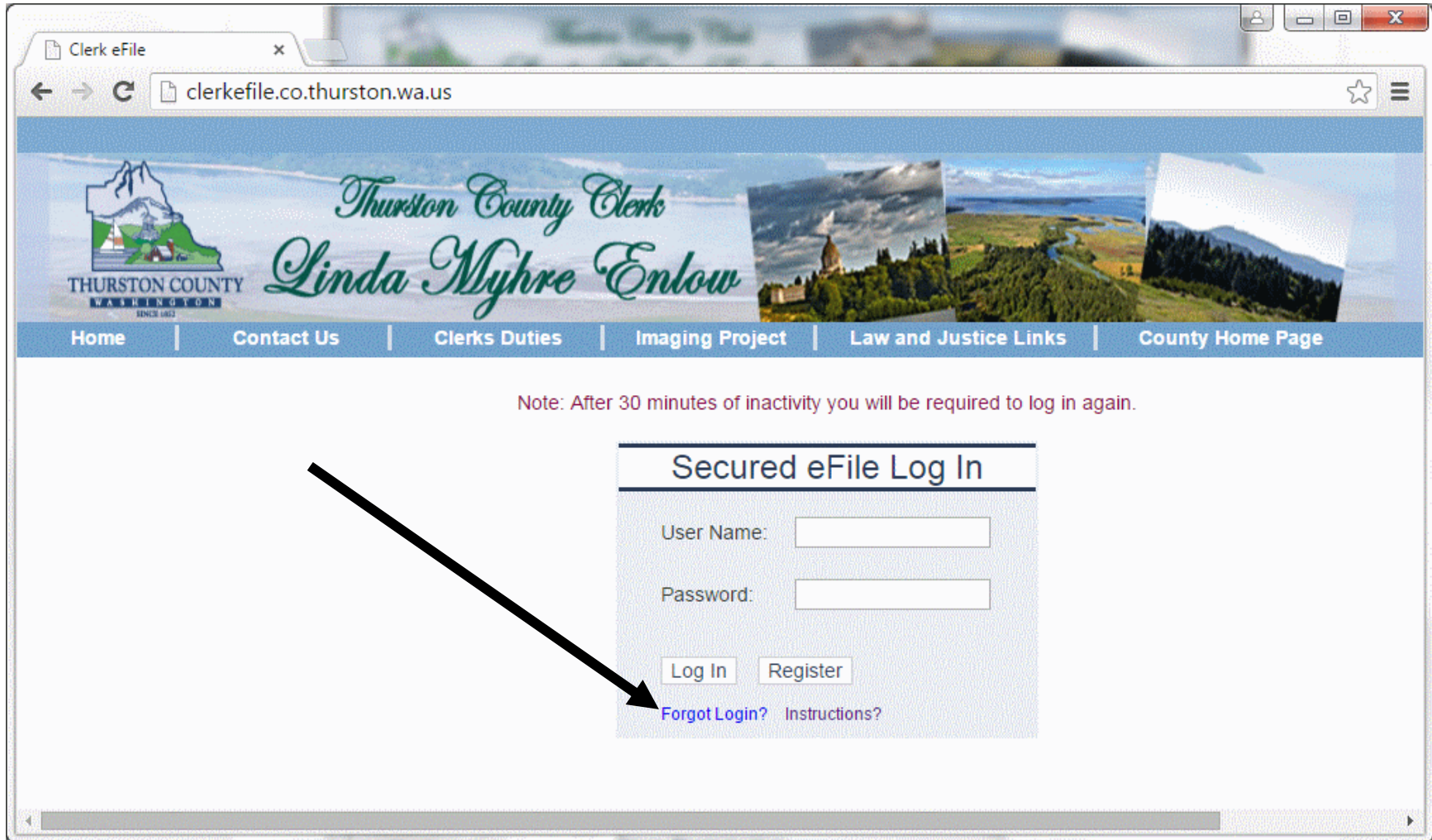
First Name:	lolo	
Last Name:	mojo	
Business Name:	qweeqw	
Address:	213123	
City:	olympia	
State:	WA	
Zip Code:	98502	
Phone #:	(123) 131-1231	Ext: 12345
Email:	nguyenl@co.thurston.wa.us	

Below the form, a red note states: '*Note: If you update your email, a new account activation link will be sent to your registered email.'

At the bottom of the form, there are two buttons: 'Update' and 'Cancel'. A black arrow points from a yellow callout box to the 'Update' button.

A yellow callout box with a black border contains the text: 'Once finished with the changes, click the Update button.'

How To Retrieve Your Account Information:



The screenshot shows a web browser window with the address bar displaying `clerkefile.co.thurston.wa.us`. The page header features the Thurston County logo and the text "Thurston County Clerk Linda Myhre Enlow". Below the header is a navigation bar with links: Home, Contact Us, Clerks Duties, Imaging Project, Law and Justice Links, and County Home Page. A note in red text states: "Note: After 30 minutes of inactivity you will be required to log in again." The main content area displays a "Secured eFile Log In" form. A black arrow points to the "Forgot Login?" link below the form.

Clerk eFile x

clerkefile.co.thurston.wa.us

THURSTON COUNTY WASHINGTON SINCE 1842

Thurston County Clerk
Linda Myhre Enlow

Home | Contact Us | Clerks Duties | Imaging Project | Law and Justice Links | County Home Page

Note: After 30 minutes of inactivity you will be required to log in again.

Secured eFile Log In

User Name:

Password:

[Forgot Login?](#) [Instructions?](#)

Clerk eFile x

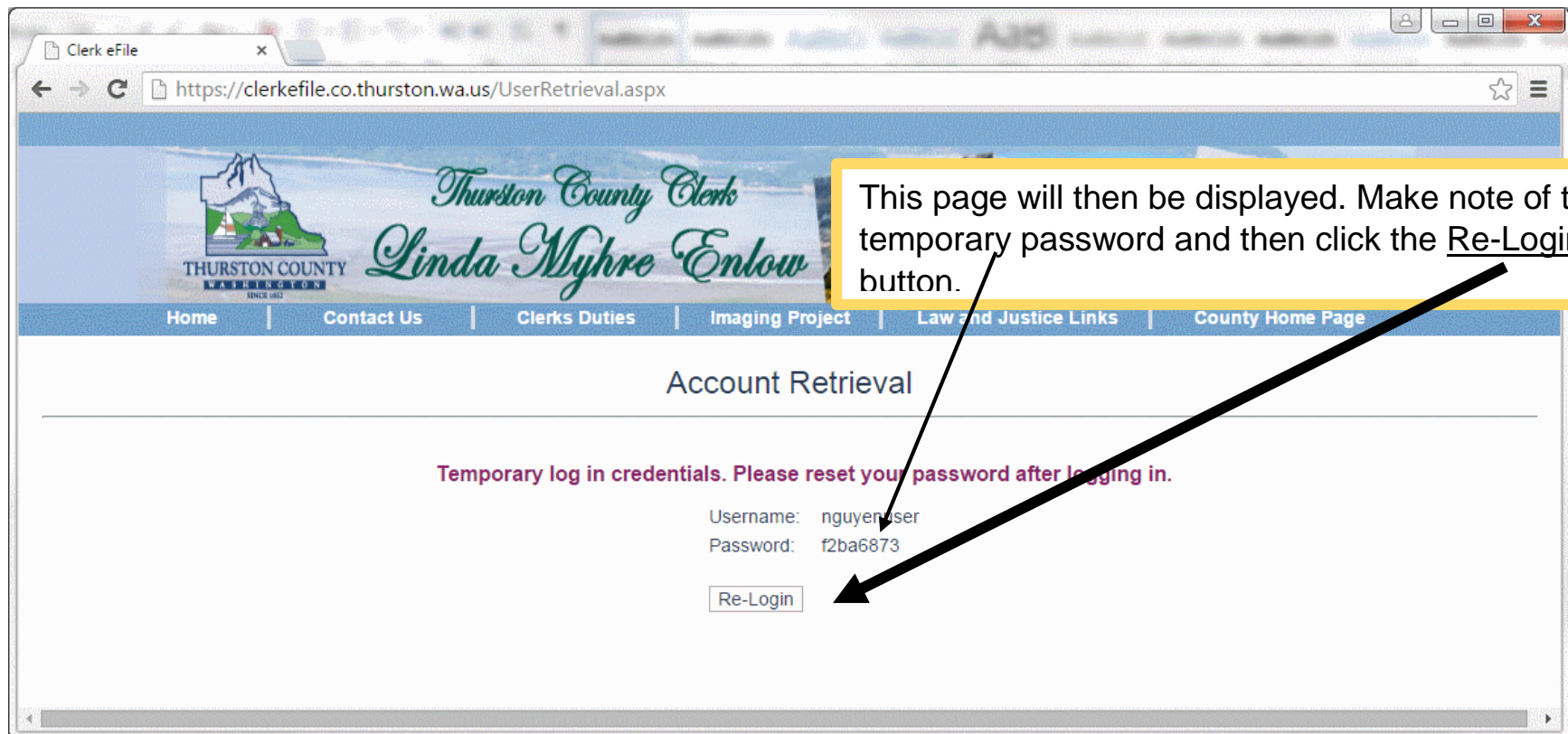
https://clerkfile.co.thurston.wa.us/UserRetrieval.aspx

Enter your account information and then click the Submit button.

Account Retrieval

Registered Email Address:

Favorite Food:



Enter your User Name and the temporary password and then click the Log In button.



The screenshot shows the Thurston County Clerk's website. The header features the Thurston County logo and the name Linda Myhre Enlow. A navigation bar includes links for Home, Contact Us, Clerks Duties, Imaging Project, Law and Justice Links, and County Home Page. A note states: "Note: After 30 minutes of inactivity you will be required to log in again." Below this is the "Secured eFile Log In" form. A black arrow points to the "Log In" button.

THURSTON COUNTY
Linda Myhre Enlow

Home | Contact Us | Clerks Duties | Imaging Project | Law and Justice Links | County Home Page

Note: After 30 minutes of inactivity you will be required to log in again.


Secured eFile Log In

User Name:

Password:

[Forgot Login?](#) [Instructions?](#)

Clerk eFile x
https://clerkefile.co.thurston.wa.us/ChangePassword.aspx

 *Thurston County Clerk*
Linda Myhre Enlow

Home | Contact Us | Clerks Duties | Imaging Project | Law and Justice Links | County Home Page

Change eFile Account Password

File Upload
Case Status
Change Password
Update Profile
Log Out

User Name:

Password:

New Password:

Confirm New Password:

Enter the information – temporary password and new password, and then click the Change Password button.