



Spokane Municipal Court

ePortal – User Guide – eFiling

I. General Information.

A. Case Types *Available* for eFiling in eCourt.

1. All simple misdemeanor and gross misdemeanor criminal offenses.
2. Civil infractions for traffic, non-traffic, and code violations.
3. Civil matters related to the towing and/or impound of vehicles on public property.
4. Civil matters related to removal, adoption, and euthanasia of animals by animal control enforcement authorities.

B. Case Types *Unavailable* for eFiling via eCourt.

1. The [Aims Parking System](#) manages all parking infraction matters.
2. [Verra Mobility Safety Enforcement System](#) manages all photo-enforcement infraction matters.

C. Local Rules.

1. Anyone obtaining access to this system must strictly abide by the Court's local rules governing both general pleadings and eFiling, including but not limited to:
 - a. [SPMGR 14](#) Format for Pleadings and Other Papers
 - b. [SPMGR 30](#) Electronic Filing
 - c. [SPMCrRLJ 8.4](#) Service, Filing and Signing of Papers

D. eFile Restrictions on File Type.

1. Only Portable Document Format (PDF) files may be uploaded to the eCourt system via the portal.
 - a. All other electronic file types, including electronic media files, must be physically/manually filed with the Court, either in person at the Clerk's window or via mail.

E. ePortal Login Credentials Required.

1. To submit items for electronic filing in the eCourt system a user must have applied and received ePortal login credentials from the Court.

For information on how to obtain ePortal login credentials and how to log into the system, please consult our "[ePortal Account Creation & Login](#)" user guide

F. Active Case Association Required

1. In order to be able to eFile in a case, the person filing must have login credentials that match an active person association in the case, such as a party or attorney of record.
 - a. A written Notice of Appearance must be filed by any attorney seeking to represent a defendant in a Spokane Municipal Court case, as per [SPMCrRLJ 4.1](#)
 - b. Because an attorney filing a Notice of Appearance will not yet be associated with the case, all Notices of Appearance must be filed in person at the Clerk's window, by mail, or via email to the Court at [MC NOA](#).

G. Hyperlinks in User Guides

1. To make the experience more user friendly, all Spokane Municipal Court user guides make extensive use of hyperlinks.
 - a. Hyperlinks are a reference (electronic link) to data, documents, webpages, etc., that the user can follow by clicking or tapping.
2. Hyperlinks are indicated by blue underlined text like this: [Aims Parking System](#)

3. Selecting/clicking on the hyperlink will take you directly to the referenced data, documents, or webpages.
 - a. Depending on the security settings in your computer's web browser, you may receive a popup message requiring your permission to be redirected to the location of data, document, webpage, etc., represented by the hyperlink.

II. Submitting an Electronic File to the Court Clerk for eFiling.

A. Log into the ePortal.

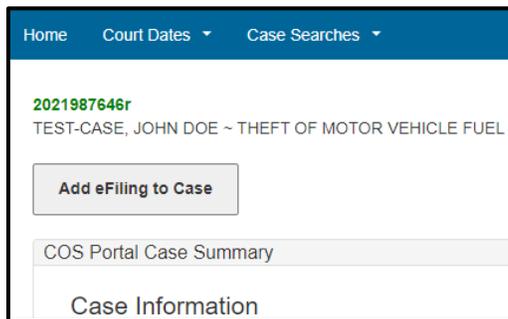
1. Please consult our ["ePortal Account Creation & Login"](#) user guide for instructions.

B. Identify the Case for eFiling.

1. Use the ePortal search feature to conduct one of the following search types to identify the case in which to eFile.
 - a. Please consult our [Case & Defendant Searches](#) user guide for instructions on how to use these search types.
 - b. Please consult our [Credentials Required Searches](#) user guide for instructions on how to use the following search types:
 - i. Advance Case Search.
 - ii. Case Search by Attorney.
 - iii. Case Search by Defendant w/o Court date.
2. From any search results screen select/click the blue hyperlinked case number on the left of the screen in the column labeled, "Case Number".

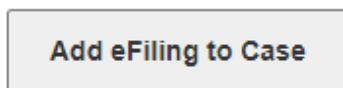
| Case Number | Case Name | Filing Date | Case Type | Next Event | Previous Event | Status |
|-----------------------------|---------------------------------------------------|-------------|-------------------------|------------|------------------------------------|----------------|
| 1234345569 | TEST-CASE, JOHN DOE ~ DISORDERLY CONDUCT | 06/24/2021 | Misdemeanor Non Traffic | | 10/28/2021 Pretrial Conference | Open |
| 2021987646r | TEST-CASE, JOHN DOE ~ THEFT OF MOTOR VEHICLE FUEL | 07/14/2021 | Misdemeanor Non Traffic | | 07/13/2021 Comm Court – City Hall | Open |
| XZTOOFAST | TEST-CASE, JOHN DOE ~ RECKLESS DRIVING | 05/19/2021 | Misdemeanor Traffic | | 10/11/2021 Show Cause - Post Trial | Probation P.O. |

- a. The "COS Portal Case Summary" screen for the selected case will appear



C. Initiating an eFiling Event.

1. Select/click on the "add eFiling to Case" button from any screen displaying the button.



- a. The “eFiling” screen will appear.

2. Select the document type you wish to add:

- a. A printable list of the document types available to add is available at: <https://static.spokanecity.org/documents/municipalcourt/forms/eFiling-document-types-2022-01-06.pdf>
- b. To see a dropdown list of documents available, select/click on the magnifying glass to the right of the “Document Type” field.
 - i. The first 15 document types in the scrollable list of documents will appear.
- c. You may also type keywords from the document type into the “Document Type” field and a list of documents with that keyword will display.

| Name | Number | Amount |
|--------------------------------|--------|--------|
| Appearance - Request - Remote | C371 | |
| Counsel - Notice of Appearance | C60 | |

- d. Regardless of the search option you use, locate the appropriate document type, select/click on the appropriate document type from the list and it will populate the “Document Type” field.

- e. If you select the wrong document type and want to change the selection:
 - (i) Select/click the right facing blue arrow icon with an “x” in it and it will clear the field.
 - (ii) Repeat the document type search and selection process and select the correct document.

3. Select the document you wish to upload to the selected case file, using the “Choose File” button.

- a. Select/Click on the “Choose File” button.

- b. A directory of your computer will be displayed.

4. Navigate to the location of the file you want to upload and select your file.

- a. Criminal and Infraction case naming convention.
 - i. MUNICIPAL COURT CASE NUMBER – DEFENDANT LAST NAME -PLEADING NAME
(a) Example: PZ0123456 - TESTCASE – MOTION TO DISMISS

- b. Civil matter naming convention
 - i. MUNICIPAL COURT CASE NUMBER – FILING PARTY’S LAST/BUSINESS NAME – PLEADING NAME
 - (a) Petitioner Example: TI-SPM2021-01 - SMITH – PETITION
 - (b) Respondent Example: TI-SPM2021-01 – JONES TOWING – RESPONSE TO PETITION
- c. Click on icon in front of/representing the file you wish to upload into the eFile portal.
 - i. The name you selected for the file in your system will be modified when the document is accepted to conform to the Court’s document naming convention.
 - ii. A progress bar will appear beneath the file you selected and when the bar reaches 100%, the file is ready to be uploaded.

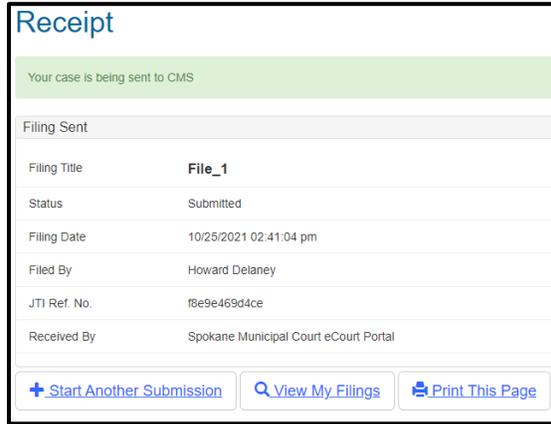
The screenshot shows the 'Add eFiling' interface. At the top, it says 'Add eFiling'. Below that, there are fields for 'Case Number' (2021987646r) and 'Case Name' (TEST-CASE, JOHN DOE ~ THEFT OF MOTOR VEHICLE FUEL). The 'Document Type*' is set to 'Counsel - Notice of Appearance'. Under 'Upload File (.pdf only)*', there is a 'Choose File' button, the filename 'TEST-CASE...earance.pdf', and a progress bar showing 100%. There is also a 'Notes' text area and a 'Filed By Type*' dropdown menu. At the bottom left, there is a blue 'Proceed' button with a download icon.

- d. The “Notes” field can be used to provide the eFile court clerk with information about the filing.
 - i. The notes are displayed and remain in the system where they can be viewed by the Court.
- e. Enter the filer’s role in the case by selecting the correct role from the dropdown list revealed by selecting/clicking on the blue down arrow on the right side of the “Filed by Type” field.

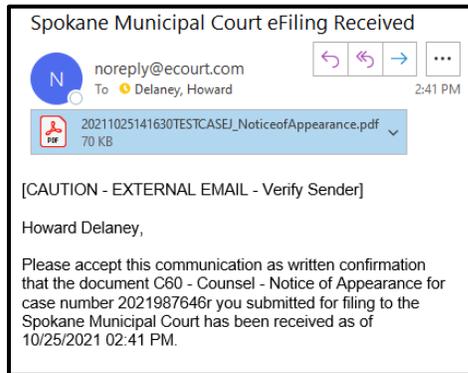
This screenshot is similar to the previous one but with the 'Filed By Type*' dropdown menu open. The dropdown list contains the following options: Defense Attorney, Defendant, Public Defender, Community Justice Services, Prosecutor, and Victim. The 'Proceed' button is still visible at the bottom left.

- f. When all required fields are completed, select/click on the blue “Proceed” button at the bottom of the Add eFiling screen.

- g. When the processing has completed, the following will automatically occur:
 - i. The system will display a receipt indicating the document is being sent to the case management system (CMS).

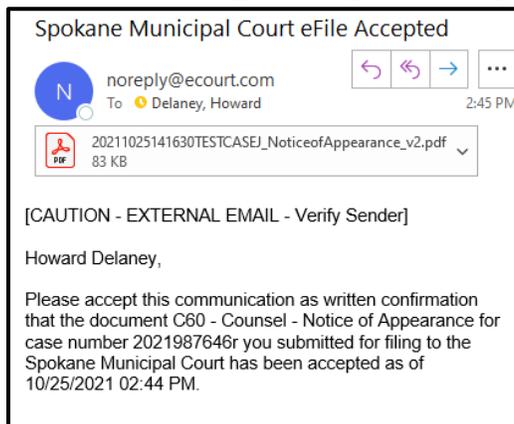


- ii. You will receive a no reply email from the system with a copy of the submitted document confirming the document was received for review and filing acceptance.

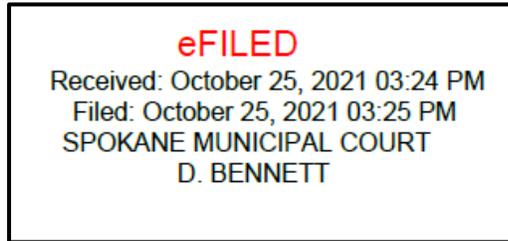


B. Acceptance or rejection for filing of the submitted document

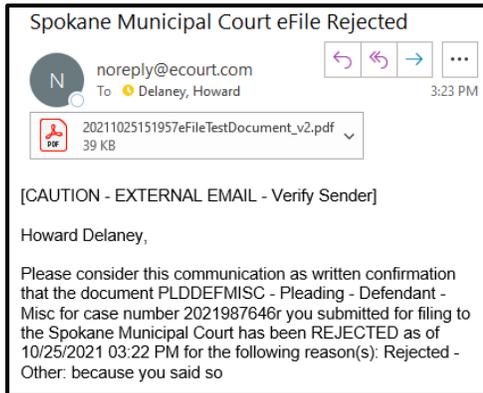
1. The submitted filing will be reviewed by the court clerk assigned to eFile for accuracy in a number of areas including, but not limited to:
 - a. The defendant's name matches the case number
 - b. The case number is correct
 - c. Future hearing dates are correct
 - d. Required signatures are affixed, etc.
2. If the submitted document meets the file review elements and is accepted, you will receive an email indicating the filing was accepted.



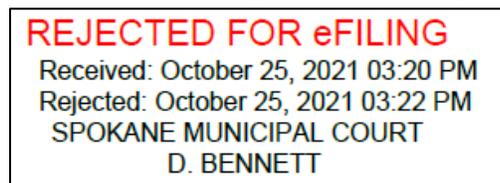
- a. The email will have a conformed copy of the filed document attached
 - i. The Spokane Municipal Court eFiled stamp will be present.



- (1) Establishes the date the item was received for review
 - (a) Establishes the item is "Filed" with the Court
 - (b) Fixes the date for filing deadlines
 - (c) Establishes the filing date when the clerk completed the review and accepted the item for filing
 - (d) Identifies the court in which the item was filed
 - (e) Identifies the court clerk who reviewed and accepted the item.
- 3. If the submitted document does not meet the file review elements and is rejected, you will receive an email indicating the filing was rejected.



- a. If a filing was rejected, the email will specify the reason(s) for the rejection.
- b. The email will have a copy of the rejected document attached with the Spokane Municipal Court Rejected for eFiling stamp affixed.



- (1) Establishes the date the item was received for review
 - (a) Establishes the item was "Rejected" for filing with the Court
 - (b) Fixes the date for filing deadlines
 - (c) Establishes the date when the clerk completed the review and rejected the item for filing
 - (d) Identifies the court in which the item was rejected for filing
 - (e) Identifies the court clerk who reviewed and rejected the item.

III. Release Notes

- A. "View My Filings" is still in development 11.01.2021