



Snohomish County Clerk

Ex Officio Clerk of Superior Court

"A Tradition of Service and Excellence"



Heidi Percy
County Clerk

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Snohomish County Superior Court Clerk Electronic Filing & Service

MANDATORY for all ATTORNEYS on 1/1/2022

Now that the Clerk's Odyssey File and Serve (OFS) system has been available to our filing community for almost nine (9) months, the Clerk is working on transitioning to the next phase of the project – **mandatory e-filing for all attorneys effective 1/1/2022** pursuant to GR 30¹ and SCLCR 30², which will be amended later this year. The Clerk is reaching out, again, to strongly encourage filers, who have not used the system, to register and become familiar with using OFS and take advantage of all OFS has to offer.

E-File & E-Service benefits include:

- **E-filing is free!** Only statutory filing fees plus a 2.89% eCommerce transaction fee for use of credit and debit cards will be applied
- Faster average filing times
- Ability to electronically serve parties in the case
- Eliminates most trips to the courthouse
- Enhanced reporting and financial reconciliation
- Decreased document processing time, resulting in faster access to filed pleadings

Live webinar training sessions are available and are conducted by the Clerk's vendor (Tyler Technologies, Inc.). You can register for a live training or a pre-recorded webinar at the below link. There are also other reference materials to help guide you:

<https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360049071732-Webinar-Training-Sessions-for-Washington->

To register for an OFS account and access additional Clerk information and requirements, please visit our website at www.snohomishcountywa.gov/5517/E-Filing.com. Our website also provides extensive FAQs and contact information for answering your questions. Judicial Working copy questions or inquiries should be sent to Superior Court Administration.

¹ https://www.courts.wa.gov/court_rules/pdf/GR/GA_GR_30_00_00.pdf

² <https://www.snohomishcountywa.gov/DocumentCenter/View/4225/Snohomish-County-Superior-Court-Local-Rules-PDF?bidId=>