



SEATTLE MUNICIPAL COURT ATTORNEY'S ELECTRONIC CASE FILE (ECF) TRAINING GUIDE

Log into the Portal

The screenshot shows the Seattle Municipal Court Portal homepage. At the top, there is a navigation bar with the Seattle.gov logo on the left and links for Departments, Services, Staff Directory, and My.Seattle.Gov on the right. Below this is a search bar with a 'GO' button. The main header features the 'Municipal Court of Seattle' logo and the slogan 'Community Involved Justice'. A secondary navigation bar includes links for Home, About Us, and Contact Us. The main content area is titled 'Seattle Municipal Court - Portal' and includes a 'Login' link. A left sidebar menu lists 'Overview', 'Courtroom Calendar', 'Case Information', and 'Case Documents'. The main content area contains an 'Overview' section with a welcome message and two columns of information: 'General Public Users' and 'Attorneys and Law Agency Clerks'. The 'Attorneys and Law Agency Clerks' section includes a 'Log in to the SMC Portal' link.

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Hon. Edsonya Charles, Presiding

Seattle Municipal Court - Portal Login

Overview

Courtroom Calendar

Case Information

Case Documents

Overview

Welcome to the Seattle Municipal Portal; designed to assist our customers with their Court business. The SMC Portal provides access to basic Court information using the menu on the left.

General Public Users

The SMC Portal provides general access to public court documents. From the portal you can also get case information and courtroom schedules.

Attorneys and Law Agency Clerks

Authorized users can request additional access. Once approved Attorneys and Law Agency Clerks can upload documents and view additional documents for your agency's cases. Click below to request and account or sign in to an existing account

Log in to the SMC Portal

The screenshot shows the 'Sign In' page of the Seattle Municipal Court Portal. The page has a blue header with the text 'Sign In'. Below the header, there are two input fields: 'E-mail address:' with the value 'kathy.weitz@seattle.gov' and 'Password:' with a masked password of eight dots. A 'Sign In' button is located to the right of the password field. At the bottom left, there are two links: 'Need User Account?' and 'Forgot Password?'.

Sign In

E-mail address: kathy.weitz@seattle.gov

Password: ●●●●●●●●

Sign In

Need User Account?

Forgot Password?

HOW TO: SUBMIT DOCUMENTS

- Click the **Document Submittal** link on the left side of the screen
- Enter a **case number**
- Click **Search**

- The defendant's name, DOB, Attorney, and Case Type display to verify the correct defendant
- Click Browse to find a document to upload
- **SMC accepts case documents in PDF format only**
- The screen also displays the document submission history for the user logged on.

The screenshot shows the Seattle Municipal Court Portal. At the top, there is a navigation bar with links for Home, About Us, and Contact Us. Below this is a search bar with the text "Enter a case number:" and a "Search" button. The case number "583150" is entered in the search bar. The left sidebar contains a menu with options: Home, Courtroom Calendar, Case Information, Case Documents, Document Submittal (highlighted), and Logout. The main content area displays the title "Submit documents to Seattle Municipal Court" and the case information for case number 583150.

The screenshot shows the Seattle Municipal Court Portal after a search. The search bar now displays the case number "583150" and a "Search" button. Below the search bar, the case information is displayed: Defendant: MC NUTT, KENNETH JOSEPH; Date of Birth: 05/28/1957; Attorney: BURKLAND, REID S; Case Type: CRIMINAL. Below the case information, there is a "Select a file to upload:" field with a "Browse..." button. A red note below the field states: "(Seattle Municipal Court accepts case documents in PDF format only)". At the bottom of the page, there is a "Document Submission History" table with columns: Document Name, Description, File Name, Submitted By, Submit Date, and Status. The table currently displays "No records to display."

HOW TO: SUBMIT DOCUMENTS

- When the document is selected, the following fields display:
 - **Document Name (required):** click drop down list of the documents you can upload
 - **Document description:** free text field to further describe the document
 - **Upload button:** once you have selected the document and document name, click the Upload button

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Municipal Court of Seattle

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Seattle Municipal Court - Portal

Submit documents to Seattle Municipal Court

Home Courtroom Calendar Case Information Case Documents Document Submittal Logout

Enter a case number: 583150 Search

Defendant: MC NUTT, KENNETH JOSEPH
Date of Birth: 05/28/1957
Attorney: BURKLAND, REID S
Case Type: CRIMINAL

Select a file to upload: P:\Common\Chief Clerk\ Browse...
(Seattle Municipal Court accepts case documents in PDF format only)

Document name: Appeal Notice

Document description: (optional)

Upload

Document Submission History

Document Name	Description	File Name	Submitted By	Submit Date	Status
No records to display.					

Steps after the document is submitted

- When the document is submitted, the document goes into a pending status
- The Document Submission History (at the bottom of the screen) is updated with the submission information. The submitter can check this information by logging into the Portal and clicking the Document Submittal link
- The document will be reviewed by SMC and either Accepted or Rejected.
- When the document is Accepted or Rejected, the submitter gets an email.
- If the document is rejected, the reason for the rejection will be in the email.

Municipal Court of Seattle

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Seattle Municipal Court - Portal

Submit documents to Seattle Municipal Court

Home Courtroom Calendar Case Information Case Documents Document Submittal Logout

Enter a case number: 583150 Search

Defendant: MC NUTT, KENNETH JOSEPH
Date of Birth: 05/28/1957
Attorney: BURKLAND, REID S
Case Type: CRIMINAL

Select a file to upload: Browse...
(Seattle Municipal Court accepts case documents in PDF format only)

Document Submission History

Document Name	Description	File Name	Submitted By	Submit Date	Status
Appeal Notice		TEST PDF 31-009 Waiver of Speedy Trial.pdf	Katherine L Weitz	05/27/2014 04:45 PM	Pending

View the Court Calendar

The Courtroom Calendar link (left side of screen) provides access to the Calendars for today and in the future.

- Today: click the drop down calendar to select a different date to view a calendar
- Courtroom: click the dropdown to select a courtroom e.g. 902
- Documents: click the **document icon** to view the list of case documents
- Case Number: click the case number to view case details

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Municipal Court of Seattle
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Seattle Municipal Court - Portal

Overview | Today | Thursday, May 29, 2014

Courtroom Calendar | Courtroom: 902

Documents	Case Number	Defendant	DOB	Hearing Time	Hearing Type	End Date	Defense Attorney
	576753	CZAJKA, JAMES BRIAN	03/26/1962	1:30 PM	REVIEW	08/31/2014	DALY
	578185	GHIM, JENNIFER HOWAN	03/15/1987	1:30 PM	REVIEW	08/27/2014	SOMERSTEIN
	586027	CLARK, ROBERT CHARLES	06/17/1952	1:30 PM	SENT	08/27/2014	TINGELSTAD
	589292	BARRAS, CARLIE NICKOL	02/25/1985	9:00 AM	REVIEW	09/28/2014	MURRAY

View Documents for a Case

- The document list displays
 - View: click the document icon to View document content
 - Document Name e.g. Brief
 - Description: describes the document e.g. Defense Brief
 - File Date
- Click on the document icon to view the document content

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Seattle Municipal Court - Portal

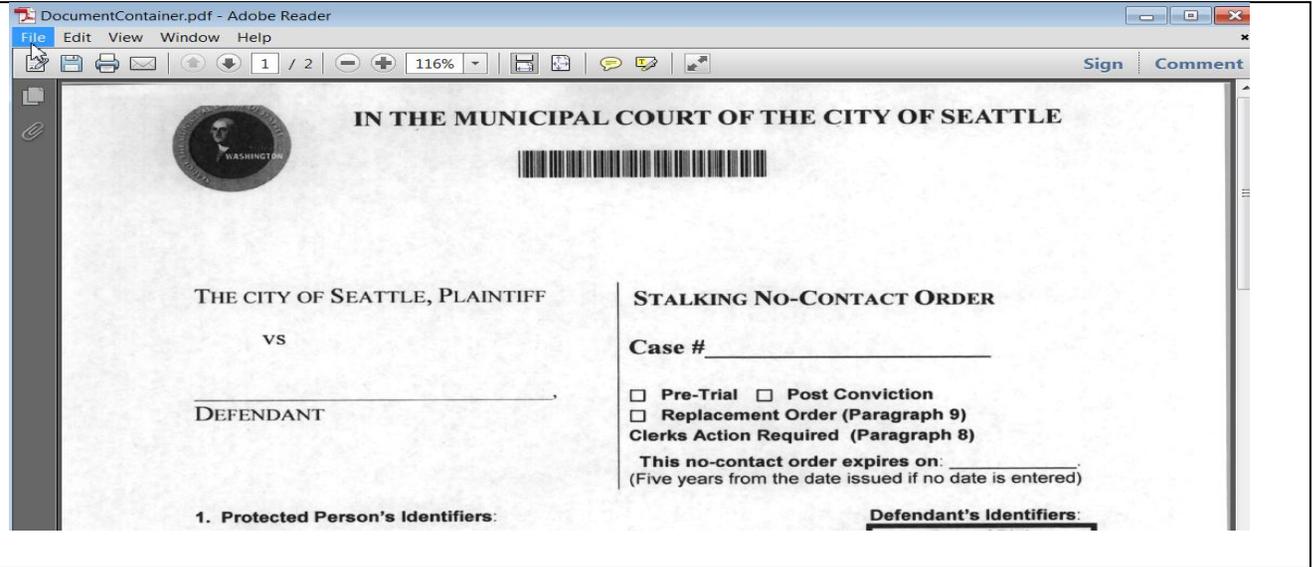
Overview | Enter a case number: 589292 | Search

Courtroom Calendar | Defendant: BARRAS, CARLIE NICKOL | Case: 589292 | CN

View	Document Name	Description	File Date
	Order For Expert Services		02/19/2014
	PTD Letter		02/19/2014
	Police Report		01/31/2014
	Witness Statements		01/31/2014

View Document Content

- Click the document icon on the document list screen.
- The Document content displays



View Case Information

- Click the case number on the Calendar screen and Case Information displays. Click on the following tabs for additional case details:
 - Charges (default view)
 - Citations
 - Hearings
 - Events
 - Obligations

Seattle Municipal Court - Portal

Overview
Courtroom Calendar
Case Information
Case Documents
Document Submittal
Logout

Enter a case number:
576753 Search

Defendant: CZAJKA, JAMES BRIAN Case: 576753 CN

Case Details

Case Number:	576753	Defendant Name:	JAMES BRIAN CZAJKA
Case Type:	CN	Defense Attorney:	CAILIN DALY
Case Category:		Arrestment Waiver Date:	
Case Status:	OPEN	Attorney Waiver Date:	
End Date:	08/31/2014	Jurisdiction End Date:	
Filing Date:	02/21/2012	Jury Waiver Date:	
File Location:	REC	Police Incident Number:	12-051775
Total Obligation Due:	\$0.00	Amount in Collection:	
Date of Birth:	03/26/1962	Aliases:	JAMES BRIAN CZAJKA

Charges Citations Hearings Events Obligations

Sequence	Violation Description	Plea	Finding	Dispo	Dismissal Reason	Close Date
1	ASSAULT	NG		DC		

View Citations

- Click on the Citations tab

Enter a case number:
586027

Defendant: CLARK, ROBERT CHARLES Case: 586027 CT

Case Details

Case Number: 586027	Defendant Name: ROBERT CHARLES CLARK
Case Type: CT	Defense Attorney: NICOLE TINGELSTAD
Case Category:	Arraignment Waiver Date:
Case Status: OPEN	Attorney Waiver Date:
End Date: 08/27/2014	Jurisdiction End Date:
Filing Date: 03/01/2013	Jury Waiver Date:
File Location: REC	Police Incident Number: 12-421875
Total Obligation Due: \$0.00	Amount in Collection:
Date of Birth: 06/17/1952	Aliases: ROBERT CHARLES CLARK

Charges Citations **Hearings** Events Obligations

Citation Number	Type	Status	Filing Date
12706603	CS	A	03/01/2013

View Case Hearings

- Click the Hearings tab
- A summary of hearings for this case displays.

Enter a case number:
586027

Defendant: CLARK, ROBERT CHARLES Case: 586027 CT

Case Details

Case Number: 586027	Defendant Name: ROBERT CHARLES CLARK
Case Type: CT	Defense Attorney: NICOLE TINGELSTAD
Case Category:	Arraignment Waiver Date:
Case Status: OPEN	Attorney Waiver Date:
End Date: 08/27/2014	Jurisdiction End Date:
Filing Date: 03/01/2013	Jury Waiver Date:
File Location: REC	Police Incident Number: 12-421875
Total Obligation Due: \$0.00	Amount in Collection:
Date of Birth: 06/17/1952	Aliases: ROBERT CHARLES CLARK

Charges Citations **Hearings** Events Obligations

Hearing Date	Hearing Time	Hearing Type	Courtroom	Status
05/29/2014	01:30 PM	SENT	902	A
05/29/2014	01:30 PM	SENT	1101	C
05/29/2013	09:00 AM	DISPO	1101	H
05/29/2013	08:30 AM	MASTER	1002	H

View Case Events for a Case

- Click the Events tab
- A summary of case events for this case displays.

Enter a case number:
586027

Defendant: CLARK, ROBERT CHARLES Case: 586027 CT

Case Details	
Case Number: 586027	Defendant Name: ROBERT CHARLES CLARK
Case Type: CT	Defense Attorney: NICOLE TINGELSTAD
Case Category:	Arraignment Waiver Date:
Case Status: OPEN	Attorney Waiver Date:
End Date: 08/27/2014	Jurisdiction End Date:
Filing Date: 03/01/2013	Jury Waiver Date:
File Location: REC	Police Incident Number: 12-421875
Total Obligation Due: \$0.00	Amount in Collection:
Date of Birth: 06/17/1952	Aliases: ROBERT CHARLES CLARK

Charges Citations Hearings **Events** Obligations

Date	Case Event
05/28/2014	SENTENCING HRNG SCHDLD FOR 05/29/2014 AT 1330 IN DEPT 1101, CANCELLED!
05/28/2014	SENTENCING SCHEDULED FOR 05/29/2014 AT 1330 IN COURTROOM 902
07/09/2013	PER JUDGE COMSTOCK, PROBATION'S REQUEST TO STRIKE ACTIVE PROB CONDITIONS IS GRANTED. PROBATION TO MONITOR THE DEFT'S RECORD CHECK ONLY.
06/28/2013	AFFIDAVIT OF PREJUDICE FILED BY DEFENSE AGAINST JUDGE W. GREGORY.
06/28/2013	STATUS/REVIEW REPORT RECEIVED FROM L. PASTRANA.
06/04/2013	PER JUDGE GREGORY, DFNS MTN TO STRIKE PROBATION MONITORING FEES IS GRANTED.
06/03/2013	AGREED MOTION AND ORDER TO STRIKE PROBATION MONITORING FEES - SUBMITTED BY DFNS ATTYN. TINGELSTAD. MOTION AND FILE FORWARDED TO JUDGE GREGORY.
05/29/2013	SENTENCING SCHEDULED FOR 05/29/2014 AT 1330 IN COURTROOM 1101
05/29/2013	DEFENDANT REFERRED/RELEASED TO TIME PAY OFFICE
05/29/2013	CASE REFERRED TO PROBATION
05/29/2013	CHARGE # 1 115901000 (F/T OBEY SIG) DISPOSITIONAL CONTINUANCE

View Case Obligations

- Click the Obligations tab
- The list includes both pre and post adjudication obligations

Enter a case number:
586027

Defendant: CLARK, ROBERT CHARLES Case: 586027 CT

Case Details	
Case Number: 586027	Defendant Name: ROBERT CHARLES CLARK
Case Type: CT	Defense Attorney: NICOLE TINGELSTAD
Case Category:	Arraignment Waiver Date:
Case Status: OPEN	Attorney Waiver Date:
End Date: 08/27/2014	Jurisdiction End Date:
Filing Date: 03/01/2013	Jury Waiver Date:
File Location: REC	Police Incident Number: 12-421875
Total Obligation Due: \$0.00	Amount in Collection:
Date of Birth: 06/17/1952	Aliases: ROBERT CHARLES CLARK

Charges Citations Hearings Events **Obligations**

Type	Original Amount	Balance	Due Date	End Date	End Reason
CADD			05/29/2014		
ANGC			05/29/2014	07/09/2013	STRK
PSFE	\$300.00	\$0.00	05/29/2013	06/04/2013	STRK
NCLV			05/29/2014		
PROB			05/29/2014	07/09/2013	STRK
RCFE	\$120.00	\$0.00	07/09/2013	07/09/2013	INFP
BAIL	\$500.00	\$0.00	03/04/2013	03/15/2013	APPR