



SPOKANE MUNICIPAL COURT EMERGENCY AD HOC E-FILE SYSTEM INSTRUCTIONS

Under the authority of Washington Supreme Court Orders No. 25700-B-602 and 25700-B-606, and Spokane Municipal Court Emergency Order No. 2020-01, the Court has established an ad hoc e-file system using email and has amended Spokane Local Rule 30 on an emergency temporary basis to accommodate the process.

Before you begin e-filing, please review the Spokane Municipal Court [Local Rule 30](#) carefully, paying particular attention to formatting and file size requirements.

I. NAMING CONVENTION – ELECTRONIC FILINGS:

A. All pleadings, documents, and exhibits filed will be required to use a standard naming convention to allow court clerks to efficiently file electronically submitted material in the Court's case management system. The naming requirement for all files to be electronically submitted is as follows:

1. MUNICIPAL COURT CASE NUMBER – DEFENDANT LAST NAME - PLEADING NAME
2. Example: PZ0123456 - TESTCASE – MOTION TO DISMISS

II. GENERAL PLEADINGS AND DOCUMENTS:

A. With the specific exceptions of therapeutic court matters and Prosecutor complaints, the filing of all pleadings, documents, and exhibits shall be transmitted by email to the following Spokane Municipal Court email inboxes:

1. For city employees using the city's internal email system: MC eFile
2. For all other users: mcefile@spokanecity.org

B. PROSECUTOR COMPLAINTS:

1. For all complaints filed by the Prosecutor, transmit the document by email to the following Spokane Municipal Court email box:
 - a. Municipal Court Data Entry Group: MC Data Entry

C. EXPEDITED ORDERS:

1. The following process are for orders that need to be reviewed for an emergent need. Such orders may include, but are not limited to, the following:

- a. Warrant recalls/quash orders
- b. Requests for expedited warrants
- c. NCO Recalls
- d. Commitment Orders releasing from custody
- e. Dismissal Orders or SOCs releasing from custody
- f. Medical transport orders

2. The orders shall be transmitted by email to the following Spokane Municipal Court email inboxes:

- a. For city employees using the city's internal email system: MC eFile AND jsword@spokanecity.org
- b. For all other users: mcefile@spokanecity.org AND jsword@spokanecity.org

D. SERVING BENCH COPIES:

1. To serve bench copies to any Judicial Officer, email to the following Spokane Municipal email inboxes:

a. For all users: jsword@spokanecity.org

III. THERAPEUTIC COURTS:

A. Community Court: Community Court will continue to use the same ad hoc email based e-file system it has been using. No changes.

B. DUI Court: DUI Court will continue to use the same ad hoc email based e-file system it has been using. No changes.

C. Mental Health Court: MH Court will continue to use Spokane County District Court's current system, or such other emergency filing system as it may subsequently adopt. Please check with District Court.

D. Veterans' Court: Veterans' Court will continue to use the same ad hoc email based e-file system it has been using. No changes.