

New Electronic Filing Policy & Procedure

POLICY

This electronic filing policy applies to cases filed in Gig Harbor Municipal Court pending implementation of the new case management system, Enterprise Justice. The purpose of this policy is to assure that court record information is collected, stored, and disseminated in a manner that ensures the accuracy, completeness, integrity, and security of such information, and to comply with data dissemination and retention rules.

Any document may be filed electronically that otherwise would be filed in the court as a paper document in accordance with court rules and state law. Such electronic filings shall constitute the official filing of such documents. Electronic filing “e-filing” means the electronic transmission of documents in cases pending in the court using the dedicated e-filing system, which until further notice, is the court’s general email account or fax number.

Probation records such as substance use disorder evaluations, treatment reports, and mental health evaluations, may be filed electronically but are not subject to public disclosure. These electronic records shall be stored in digital format, separately from publicly available electronic court records.

Filing Fees. There are no fees for filing documents electronically.

Time of Filing. Documents e-filed by 5:00 p.m. Pacific Standard Time, during court business days, shall be deemed to be filed on that date, so long as it is accepted by the clerk upon review. Documents e-filed on legal holidays and weekends will be deemed filed on the next judicial business day.

PROCEDURE

- Emailed documents for filing shall be sent to court@gigharborwa.gov in .PDF format. Documents emailed to other city/court staff email accounts will be rejected.
- The email subject line shall contain ONLY the defendant’s name and case number.
- Each document submitted for electronic filing shall be a separate document attached to the email in .PDF format.
- Probation documents shall not be filed together with legal pleadings or other public court documents. Instead, probation documents shall be e-filed in a separate email.
- Documents that are illegible or without a case number(s) shall be rejected. An e-file rejection notice shall be sent to the filer.
- **The prosecuting attorney is not an employee of the court and is under the direction of the executive branch of city government.** Any and all correspondence for the prosecutor must be addressed to that office. The court will not receive correspondence for the prosecutor and any documents received will be returned.

FAX FILING

- Faxed documents may be e-filed in the court at (253) 853-5483.
- Documents must contain the case number and defendant name. Documents without the required information may be rejected.