



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 e-mail 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 – FILING PARTY
2. Example: PZ0123456 –TESTCASE –MOTION TO DISMISS – DEFENDANT

II. General Pleadings, Documents, and Agreed Orders:

A. With the specific exception of therapeutic court matters, 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

III. Prosecutor Complaints filed by Warrant:

A. For all complaints filed by the Prosecutor's office requesting a warrant the document will be transmitted by email to the following Spokane Municipal Court email box:

1. Municipal Court Data Entry Group: MC Data Entry

IV. Rejection of orders

A. Common reasons that orders could be rejected and returned are listed but not limited to the following:

1. Incomplete or incorrect case number
2. Defendant name is incorrect
3. Defendant custody status not properly noted
4. Future court date incorrect
5. Dismissal order does not indicate with or without prejudice
6. The modification or recall of the following not being noted:
 1. Domestic Violence No-Contact Order
 2. Bench Warrant

V. 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.