Filing a Lawsuit, Drafting Interrogatories, Service of Process

**Filing A Lawsuit (3P and UIM)**

**Step 1**- Make sure to have pdf forms of the summons and complaint. (On word select save a copy and it gives you the option to convert to pdf).



**Step 2**- Select the proper county filing website.

* King County- [KC - EFiling (kingcounty.gov)](https://dja-efsp.kingcounty.gov/EFiling/Logon/Logon.aspx)
	+ User ID: Nef
	+ PW: 442757588a
		- Select Start New Case(s) 
			* Case Designation- Seattle or Kent Courthouse
				+ Depends on the location of accident. **See DOC 13**
			* Case Category-
				+ **If 3P** case, select “Tort, Motor Vehicle,” Sub-Category select “non-death injuries.”
				+ **If UIM** select “Contract/Commercial.” Then “Commercial Contract”
			* Add Party names (include John/Jane Doe).



* + - * On Next page, select the “choose file” button for complaint, add the pdf file, THEN SELECT THE “OK” BUTTON so the system can verify its pdf.



* + - * Go to “add additional document,” Document Type select summons. Then add and verify your summons just like the complaint.



Then



* + - * Proceed to E-file, pay with electronic check not credit card. (Only use credit card if you have to, such as Pegasus Process Server)
			* After Payment you will be automatically sent back to the filing website. Confirm Nef’s email on that page, next page there will be a drop-down box next to your newly assigned case number, in that box select “Attorney for Plaintiff/Petitioner.” Hit add case, then finish.
			* Next page- You will have the case receipt. Towards the bottom there will be links for the Case schedule, Cover Sheet, Complaint, Summons. Open and save the Case Schedule. Also on the receipt, select Save Receipt at the bottom, it will pull up a pdf of the receipt, save it.





* **Pierce County-** Use this link [Log On (pierce.wa.us)](https://linxonline.co.pierce.wa.us/linxweb/Account/Logon.cfm?ActiveTab=Main) . The software is called LINX.
	+ Account #: 44117
	+ PW: Rainmaker23
		- Select “E-File” on banner.



* + - Change the drop list on “E-Filing:” to “start new case.” The default is file to existing case.
		- Select Civil and “Tort Motor Vehicle” if 3P case. “Commercial” if UIM. See below.

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* On Next page leave all that information. (Nef contact info)
* For Pierce, you have to add party designation and name. (LAST NAME, FIRST NAME).

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* Next Page you are prompted to add a complaint, **but also add the summons**. Pay the fee and you should receive a case number. Update your complaint and summons to add #.

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* PIERCE CHARGES FOR A COPY OF **THE CASE SCHEDULE**. DON’T PAY AND DON’T EXIT OUT OF THE SCREEN.
	+ Copy paste or screen shot the case schedule on the last window and just save it that way. It doesn’t need to look pretty.
* **Snohomish County E-File:** Use this link for website. [eFile WA - Landing Page (tylertech.cloud)](https://efilewa.tylertech.cloud/OfsEfsp/ui/landing)
	+ Email: nefmariam@gmail.com
	+ PW: Fishhouse@1979
		- Steps- Hit “Start Filing”
		- “Start New Case”
		- 3P Case Type- “TMV Tort- Motor Vehicle”

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* + - Hit “Parties” to go to the next page.
		- Select Add party Details.
			* Just do name (no suffix)
			* DOB if you want to
			* And for Plaintiff add NEF as attorney under Attorney information at the bottom of the page.
			* Hit save and you will come back to the previous page, do the same for defendant.
			* ADD A PARTY, ADD DEFENDANT, then do Jane/John Doe Thiara.

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* + - * On the next page, Filings, select “eFile” only.
			* “Complaint-newcase”
			* Under “Filing on Behalf of” select whoever is Plaintiff.
			* Save, then select “+Add More”



* + - * Snohomish is slow, you won’t get a case number for a while, until then there is an “envelope ID”. Basically useless. Nef will receive an email eventually with the case number and schedule. He will fwd it to the appropriate team member.
* **Texas Cases-** this is an awful process for no reason. The clerks aren’t well versed. Don’t be upset if filings get rejected. Use this link <https://efiletx.tylertech.cloud/OfsEfsp/ui/dashboard>
	+ - * + Email: habtemariamlaw@gmail.com
				+ PW: Rainmaker@1
			* **Steps**- Same software as Snohomish but there are differences.
			* “Start New Case”
			* You need to figure out where the accident happened and the appropriate courthouse and county. If you are not sure just call the courthouse clerks, they’re not that busy.
			* FILE IN DISTRICT COURT
			* Case Category is “Civil- Injury or Damage” (see image below)
			* Case Type- “Motor Vehicle Accident. (see image below)
			* DAMAGE AMOUNT- make sure you select Only Monetary 250k or less. See below.
			* Ignore Procedure/Remedies (see image below)



* + - * Add parties just like I described in Snohomish above. Ignore adding any information besides name and adding Nef as attorney on Plaintiff’s profile.
			* On the next page “FILINGS” - **THIS IS WHERE EVERYONE SCREWS UP**. DO NOT HIT **SAVE** UNTIL YOU HAVE COMPLETED THE FOLLOWING STEPS
				+ Select “Efile Only” (it’s the default)
				+ Filing Code- “**Petition**”
				+ Type out complaint on filing description,
				+ LEAD DOCUMENT SECTION- add **complaint**. For the security drop down list just select “does not contain sensitive date”
				+ THEN RIGHT BELOW THAT IT SAYS ATTACHMENTS. **ADD CITATION**.
				+ **THEN in the sub banner**, select “**Additional Services**” see below.



* + - * + On the additional services page, scroll down to “Issue Citation.” Select the check box and put 2 as the quantity. Texas charges you for listing Jane Doe’s in cases.



* + - * + Pay, file, and the check back in two days if your filing was rejected. If it’s rejected see the envelope ID comments or just call the clerk. (you would open the case from the main menu via envelope ID and it will say accepted or rejected.
				+ Eventually the court will issue a “Cause Number” and send nef citations via email.

**Step 3**- Go to Client’s File Vine. Go to expenses, add new, court filing fee, and attached the receipt you just saved. Note- Even if there are multiple clients, record full costs on each, do not divide. See below.



**Drafting Interrogatories**

**Step 4**- Create Interrogatories for case using template **DOC 11** (for trucking, look at trucking materials section below).

NOTE- these are “**Pattern**” meaning they are always the same unless Nef or I tell you otherwise. Interrogatories are also referred to as “**ROGs**.”

* **For Car cases-** open **DOC 11**.
	+ Highlight one letter or word with your mouse.
	+ Hit the following sequence on your keyboard- “ctrl A”, then “ctrl C.”
	+ Open a blank word page. Hit “ctrl V”.
		- Now you have a fresh copy to change and you won’t accidentally change the template. I do this same thing for pleadings or really any legal docs.
	+ Change only the information that is highlighted on template such as-
		- Header
		- Case Number
		- Party names
		- Date
* **For Trucking cases**- Open **DOC 14 (Company)** for Defendant Driver use regular Pattern (above section)

Note- do the following for defendant driver and all defendants.

**Also, I only highlighted changes to be made in the introduction, read throughout every paragraph and change names.**

* + Highlight 1 letter or word with your mouse.
	+ Hit the following sequence on your keyboard- “ctrl A”, then “ctrl C.”
	+ Open a blank word page, click anywhere on it and Hit “ctrl V”.
		- Now you have a fresh copy to change and you won’t accidentally change the template. I do this same thing for pleadings or really any legal docs.
	+ Review entire document, you will have to change party names throughout.
		- Use “tractor-trailer” to refer to the semi-truck, not semi or truck.
	+ You will need Interrogatories for Each party. In my document example there were 3, 2 of which used the trucking template and a pattern one for the driver.

**Service Of Process**

**ONLY FOR 3P CASES (UIM Different)**

**Step 5- All of this is done via email, not website, but its legitimate.** Fill out as much relevant information as you can on the “Process Service Form,” 99% of the time it is just Name, Address, and whatever information you can add on the bottom section. LEAVE THE REST BLANK. **DOC 12** Or this link [Process Service Form.pdf](file:///C%3A%5CUsers%5Cnefma%5COneDrive%5CDesktop%5CProcess%20Service%20Form.pdf).

* If you have a Police Report, you will have Defendant’s DOB, Vehicle description, Gender, etc. Skip to step 6 if it’s not a trucking case.
* IF IT IS A TRUCKING CASE- use the corporations “Annual Report.”



* For “Party to be served” in the process form and email, don’t just put the company name. You have to serve the registered agent listed on the Annual Report.

 

* Here is a link to their website but you don’t need it [Pegasus Process Service](https://www.pegasusprocess.com/)

**Step 6**- Email maggie@pegasusprocess.com, also add rich@pegasusprocess.com to email.

* For Subject put= “Service Request- Habtemariam Law Firm”
* CC the Filevine designated email under the vitals tab (see below), as well as nef and I. If there are co-plaintiffs, add all FV emails.



* Put this in the text body-
	+ “Please serve the party listed in the Process Service Form with the additional attachments.”

 Party to be served: (Defendant Name)

* Attach the following 5 documents, potentially 6 if there is a Police Report.



**Step 7**- Upon sending that email, all those documents will be auto uploaded to the FV after 1 min (because you “CC” the file vine email). Move the files to the appropriate folders. I.E. Docs- select the doc- move to- etc…

**Step 8**- Change phase on the FV to litigation.



**Step 9**- Under the Litigation section on FV, fill out information and do deadline chain and hit save (option pops up after you select YES on case schedule received).



**Step 10**- “+@” nef or I to let us know the case has moved to litigation. We are subscribed so eventually you can skip this step.

**Step 11**- Pegasus will eventually email an invoice and a “Declaration of Service” document. Save the document to the associated FV. Pay the invoice with the firm’s credit card. Save the receipt,



**Step 12**- Add the expense and receipt to FV.

**UIM Service of Process**

* In UIM cases, you don’t serve the party and you don’t need to do anything with Pegasus Process Service. What you have to do is mail TWO copies of the following materials and a $10 check per case to – OFFICE OF THE INSURANCE COMMISIONER.
* If you’re not in Washington, ask someone else to print and mail to save money.
* Here are the necessary docs in general.



**Step 1**- Do the copy paste trick with DOC 24.

**Step 2**- Change the highlighted portions and save a pdf version of it (see top of this document first pic under step 1).

**Step 3**- if applicable, change my email on the footer to whichever attorney is litigating that case.

**Step 4**- You need to combine the 4 documents prior to printing. I use this website for everything pdf and it’s free. It’s very helpful if you need to remove pages, merge, or split pages. Like if I need to remove exhibits from a demand package. It will create a whole new file so original copies won’t be altered. [Merge PDF files online. Free service to merge PDF (ilovepdf.com)](https://www.ilovepdf.com/merge_pdf)

* Save this to your favorites. It’s useful and free throughout multiple aspects of this Firm’s process.
* PDF to Word only works 75% of the time, it’s worth a shot but free services aren’t perfect.
* Merge the documents in this order- Cover Letter, Case Schedule, Summons, Complaint.

**Step 5**- You or receptionist write out a $10 check to “Office of the Insurance Commissioner,” put two copies of the merged document into giant envelope, put 6 postage stamps, and give to the mail person when they show up next.

**Step 6**- Insurance commissioner will send an acceptance letter back eventually.