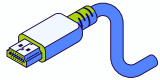


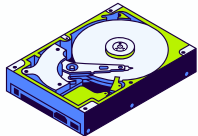
Filing your court claim form



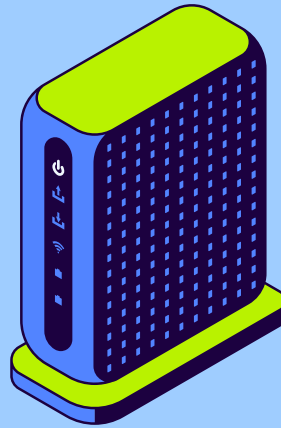
Water users with property in areas of the Water Resource Inventory Area 1 (WRIA 1) will need to file a court claim form.



You may do so by filling out your claim form, converting it into a PDF (portable document format) and uploading it to the **eFileWA** website.



Once you have e-filed your claim, you will receive an envelope number. Your documents will show they are "under review" by the court clerk. You can track the status of your claim form in eFile under filing history.



Phone

360-778-5786 (Water Line)

E-mail

watercourtclerk@co.whatcom.wa.us
or
SCAdminWater@co.whatcom.wa.us

Note: the clerk will not accept filings via e-mail or mail.

Go directly to the eFileWA website:



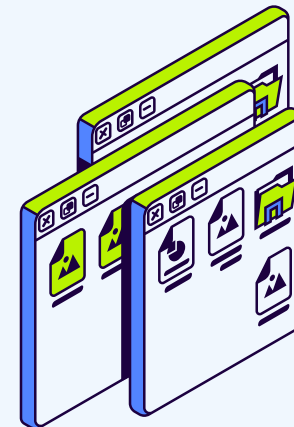
WHATCOM COUNTY

Washington

WATER ADJUDICATION



How to eFile your court claim form

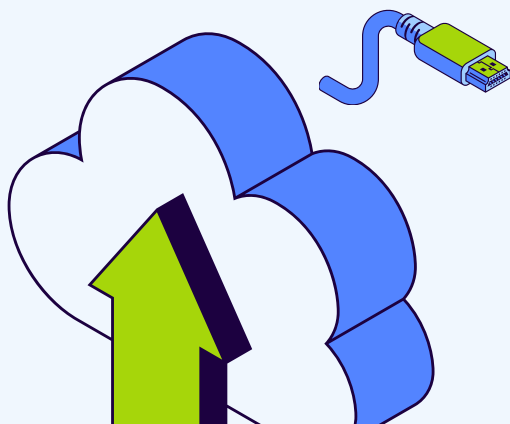


Glossary

Case category: the type of case you are filing (i.e., civil, criminal, or family). *Water Adjudication cases are civil.

Case type: topic to be heard by the court (e.g., water adjudication, adoption, minor guardianship). This is more specific than case category.

Parties: the people or entities involved with the case. Often a petitioner (the person/entity starting the case) or respondent (the person/entity who is replying to what the petitioner is asking).



Register for eFile

Go to the eFile landing page.



Click **register**, verify your e-mail, and then **sign into your account**.

Start filing

Click on **start filing**. Choose file into a new case (use when submitting your court claim) OR file into existing case (use when amending your case or submitting documents to the master case).

Fill out fields

Fill out **case information**.

Select court location, case category, and/or case type.

Enter parties

Next, go to **parties** and enter the party names.

Upload your filing

Go to **filings**, upload your PDF document, and answer questions.

Service

Add service contacts (i.e., persons who receive your documents).

Pay your fees

Click on **fees and enter your payment information**.

Submit

Navigate to **submit** and keep track of your envelope number.

If you require more detailed instructions, visit our website via **whatcomcounty.us**; or visit the courthouse at:

Whatcom County Superior Court Clerk
311 Grand Ave, Suite 301