



# Steps to E-File a Writ of Execution

## Steps to E-File a Writ of Execution:

### Menu Selection:

1. Select **Post Judgment** → **Writ of Execution**

### Case Lookup tab:

2. Select **County**
3. Select **Standard** or **Non-Standard** Case Type
  - Non-Standard Examples: CD, CDX, CC, CH, CXX
4. Select **Case Type**
5. Select **Year**
6. Type **Case Number** (Sequential number)
  - Example: 124
7. Click **Next** button

### Party List tab:

8. **Parties – Notified Electronically** indicates parties that will receive electronic Notification of Filing.
9. **Parties – Notified by Mail** indicates parties that the E-Filer is responsible for providing Notification of Filing.
10. Click **Next** button

Party	Name	Attorney	Name	Email
D-001	John Doe	A-9900003	Private Attorney	Private.Attorney@yahoo.com

**WARNING:** All parties **MUST** be listed in the Party List tab prior to filing.  
Contact the Circuit Clerk's Office, before proceeding with your filing, if parties are missing from the case.

### Writ of Execution tab:

11. Type a detailed **Description**
12. Check **Substantial Hardship Requested** checkbox, if applicable.
13. Select **Judgment** for **Filing Type** to enter Judgment Information  
**OR**  
Select **Accrued Support** for **Filing Type**, if filing on behalf of BCSE.
14. Select **Judgment/Order Date**

15. Select **Deadline Date**
16. Enter **Judgment/Order Amount**
17. Enter **Interest Rate**
18. Enter **Unpaid Principal**
19. Enter **Unpaid Interest**
20. Enter **Unpaid Cost**
21. Select **Debtor/Obligor** (owes money)
22. Select **Creditor/Obligee** (to whom money is owed)
23. Select Service via **Service Type** list
24. Enter **Property Address**
25. Enter **Address 2**
26. Enter **City**
27. Select **State**
28. Enter **Zip**
29. Click **Next** button



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## Parties Represented tab:

- 30. Verify or check appropriate box(es) to indicate the Party or **Parties Represented** by the E-Filer  
Optional: Add Co-Counsel via **Add Attorneys** button
- 31. Click **Next** button

## Documents tab:

- 32. Click **Add** button to Upload Affidavit of Indigency, if applicable, or skip to step 37
- 33. Click **Browse** button to locate & select document
- 34. Select Affidavit of Indigency via **Type** list
- 35. Type a detailed **Description** of the document
- 36. Click **Upload** button
- 37. Click **Next** button

## Payment Summary tab:

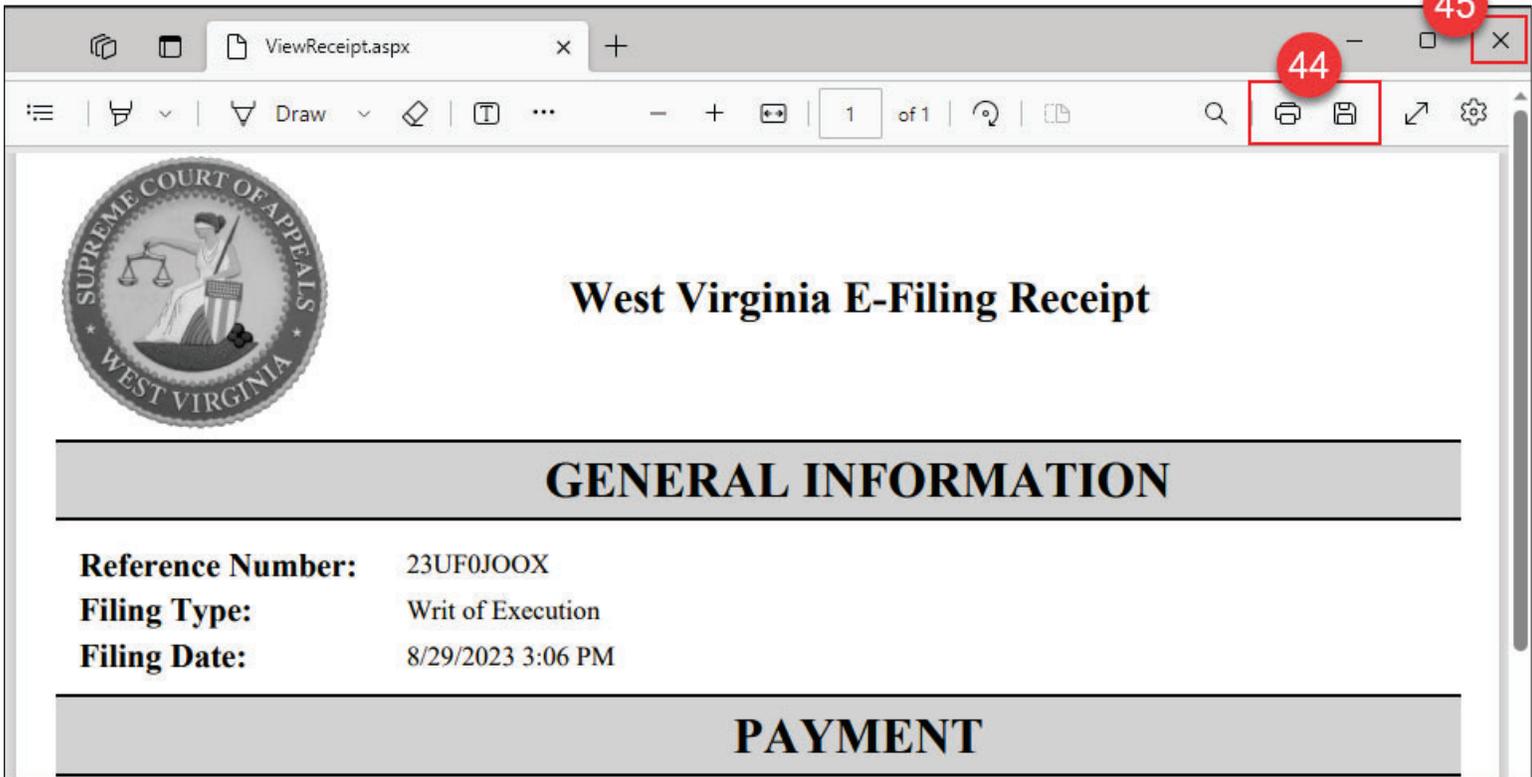
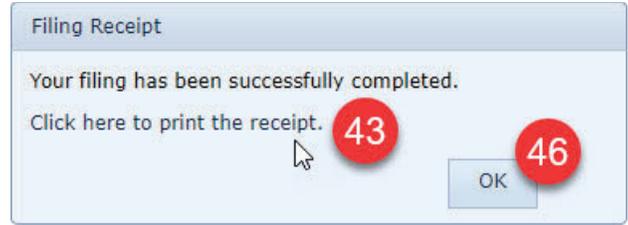
- 38. Select **Payment method**
- 39. Click **View Payment Detail** button to review fees
- 40. Click **Close** button
- 41. Check box to agree to no refunds
- 42. Click **File and Pay** button



# Steps to E-File a Writ of Execution

## Filing Receipt:

43. Select **Click here to print the receipt** hyperlink
44. Print or Download receipt, if desired.  
**Tip:** Filing Receipts are always available in Filing History via "History" tab.
45. Click **X** to close receipt window.
46. Click **OK** button to return to E-File Desktop



## E-File Desktop (E-File Home Page):

**Most Recent Filings** - lists filing attorney's ten most recent filings

**Ref. Code** - hyperlink to Filing Receipt

**Filing Status:**

- Processed – Filing received by the Court
- Generating Notice – Filing notifications are being generated
- Clerk Review – Filing in Circuit Clerk's queue for review
- Rejected – Filing rejected by the Court
- Judge Review - Filing in Judge's queue for review
- Unable to Process – Filing cannot be processed
  - Email [ServiceDesk@courtsww.gov](mailto:ServiceDesk@courtsww.gov) for more information

Ref. Code	Filing Type	Case Number	Amount	Filing #	Filing Date	Processed Date	Status
<a href="#">23UF0JOOX</a>	Writ of Execution	CC-98-2023-C-3	\$25.00	13	8/29/2023 3:06:02 PM	8/29/2023 3:06:04 PM	Clerk Review
<a href="#">23L0Y337X</a>	Petition for Contempt	FC-98-2022-D-4	\$0.00	13	8/16/2023 12:03:10 PM	8/16/2023 12:03:20 PM	Processed
<a href="#">23RDRMC9X</a>	Proposed Order - Case - Pdf	FC-98-2022-D-4	\$0.00	12	8/16/2023 11:59:27 AM	8/16/2023 11:59:36 AM	Judge Review
<a href="#">23CAAT9IX</a>	Notice of Appearance	FC-98-2017-D-1	\$0.00	40	8/16/2023 11:55:18 AM		Judge Review
<a href="#">23JI9UN7X</a>	Letter to Judge	CC-98-2019-C-6	\$0.00	193	8/15/2023 10:52:55 AM	8/15/2023 10:53:06 AM	Processed
<a href="#">23CQRTR0X</a>	Notice of Appearance	CC-98-2022-TJD-1	\$0.00	4	8/15/2023 10:51:09 AM	8/15/2023 11:27:59 AM	Processed
	Complaint		\$208.00	0	8/12/2023 11:12:31 AM		Canceled
<a href="#">23834PYEX</a>	Petition for Modification	FC-98-2022-D-4	\$0.00	6	3/10/2023 10:53:47 AM	3/10/2023 10:53:54 AM	Processed