



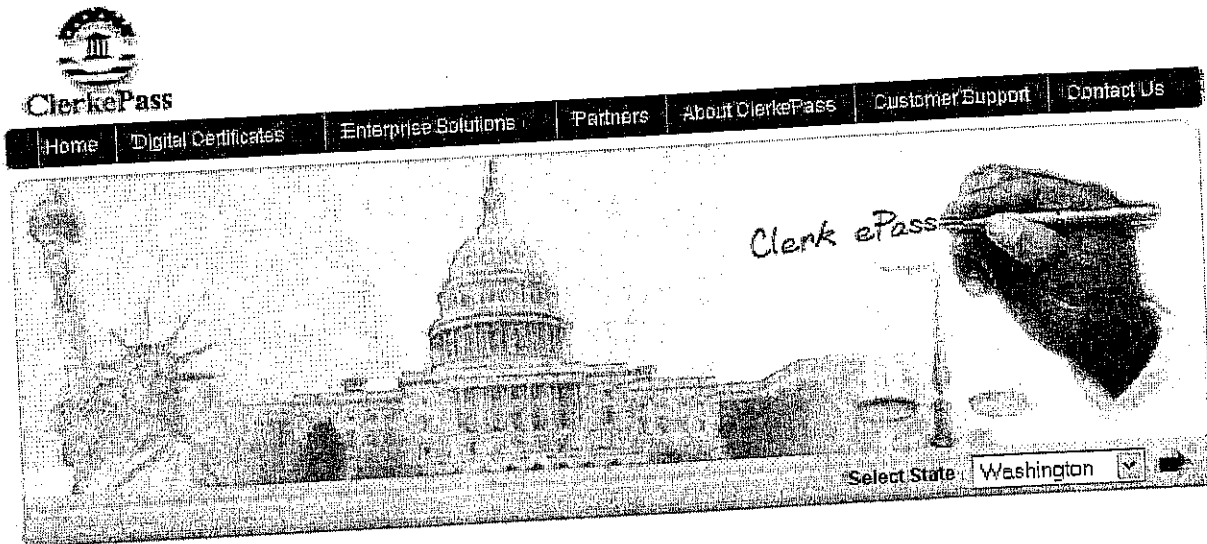
User Manual

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1. Getting Started

Start by going to www.clerkepass.com/



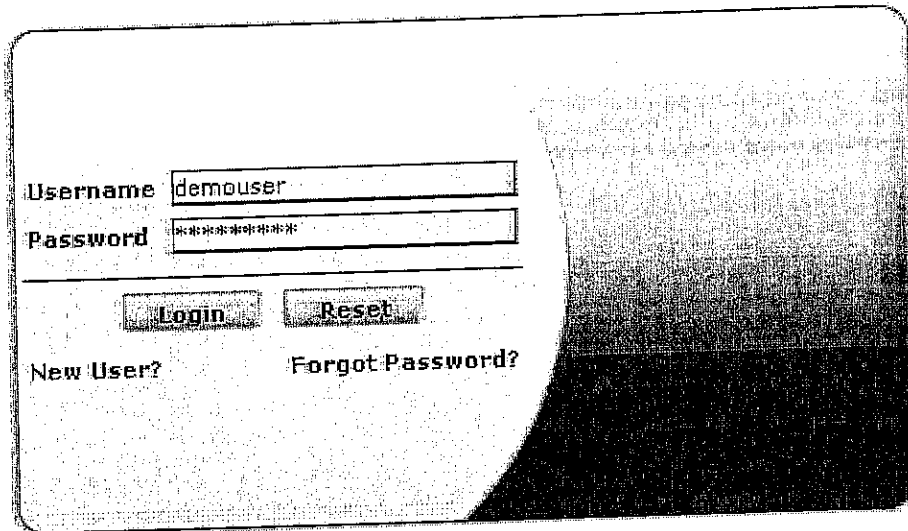
- On the lower left-hand corner of the picture select the state the county is in and then click on the arrow.
- After selecting the state, choose the relevant county and click on the arrow.

<p>Request Document</p> <p>To request for certified document, please click below button.</p> <p>Request Document</p>	<p>Certify/View Document</p> <p>To certify / view certified document, please click below button.</p> <p>Certify/View Document</p>
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- You will see a screen that has two different options. Click on the **Request Document** button for now.

2. Logging In

To request a document, enter your username and password and click **Login**.



The image shows a login form with the following elements:

- Username** field: Contains the text "demouser".
- Password** field: Contains a series of asterisks "*****".
- Login** button: A rectangular button with the text "Login".
- Reset** button: A rectangular button with the text "Reset".
- New User?** link: Text located below the Login button.
- Forgot Password?** link: Text located below the Reset button.

- If you *do not* have a username and password, follow the **New User** link to register.
- If you *do* have a username and password but forgot your password, follow the **Forgot Password** link to retrieve your password.

3. Requesting Documents

Once you have logged in, you will be able to request documents by completing the following form.

[Please click here to search the case](#)

Request Document Form	
Case #:	12345 *
Sub # (if known):	
Case Title:	Sample *
Document Desc:	Sample *
Document:	<input type="checkbox"/> Print/Display <input checked="" type="checkbox"/> Certified *
Number Of Copies:	01
* An Asterisk Indicate Required Fields	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

- If you do not know the Case # and Case Title, click on the link on top of the request form and you will be able to search the case from Washington Court website.
- You MUST fill in the following fields: Case #, Case Title, Document Description and Document service type.
- When you are done, click on the **Submit** button to continue to the next step.

4. Ordering Documents

Once you have completed the Request Document Form, you will be able to place your order or request another document.

Number of records per Page : (1) Records Found. Page 1 of 1 Goto Page :

Remove	ImageID	CaseNumber	Sub	Case Title	Case Description	Copy
<input type="checkbox"/> Remove	236	12345		Sample	Sample	01

- If you would like to remove the request, simply check the remove box to remove the item from your cart.
- To place another request, click on the **Continue Shopping** button which will take you to another **Request Document Form**.
- If you are finished, click the **Check Out** button to pay.

Credit Card Information

* An Asterisk indicates required information

Credit Card Type *

Credit Card Number

Expiration Date *

First Name *

Last Name *

Billing Address *

(As it appears on your credit card statement)

City *

State *

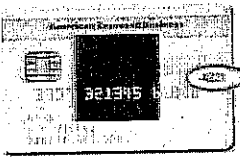
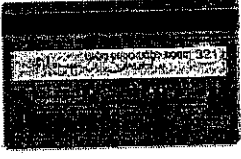
Zip *

E-Mail *

Day Time Phone#

Please enter the 3- or 4-digit code that appears on the front or back of your credit card. *

(Optima Card holders will see these digits above the card number to the left.)

- The final step is to pay for your order. Simply fill in ALL fields with the appropriate information and click **Continue** to finish the ordering process.

5. Viewing your Certified Document

1. Once you have completed your request, the county clerk will upload the document onto a secured network.
2. When your document is ready, you will receive an email with information with how to access the document.
3. Go back to www.clerkepass.com . Select the relevant state and county to return to this option seen below.

<p style="text-align: center;">Request Document</p> <p style="text-align: center;">To request for certified document, please click below button.</p> <p style="text-align: center;"><input type="button" value="Request Document"/></p>	<p style="text-align: center;">Certify/View Document</p> <p style="text-align: center;">To certify / view certified document, please click below button.</p> <p style="text-align: center;"><input type="button" value="Certify/View Document"/></p>
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6. Click on the **Certify/View Document** to log in to Clerk ePass. Once you log in you will have two options:

<input type="button" value="View Certified Document"/>
<input type="button" value="Change Password"/>

7. Click on **View Certified Document** and you will be taken to see a page like below.

View Certified Document

Document SerialID:

8. To view your certified document you must enter in your unique ID that was supplied to you in the email. Once you have entered your ID, click **Search** to view your certified document.