

SNOHOMISH COUNTY CLERK **EX PARTE MAIL PROCESS**

ATTENTION: We do not facilitate expedited requests. Time sensitive litigation should be addressed in person in the Ex Parte Courtroom as mailed requests are processed at the discretion of the assigned Commissioner and can take up to **10 or more business days for completion.**

Cost:

- Presentation fee is \$30.00 for up to 5 orders per cause number
- Uncertified copies are \$.25 per page
- Certified copies are \$5.00 for the first page and \$1.00 for each additional page (per document)
- Letters are \$5.00 per letter
- Form K is \$5.00 each
- Writ is \$20.00 for the original and one conformed copy
- Subpoenas are \$20.00 for the original and one conformed copy
- Exemplified copies are \$9.00 for the first page and \$1.00 for each additional page

Payment:

Payment is required at the time of submission. The clerk accepts payment in the form of a business check or money order made payable to **Snohomish County Clerk**; personal checks are not accepted.

Requirements:

The following must be submitted with all ex-parte requests and in the following order or it will be **rejected**:

1. Payment
2. Ex Parte Coversheet (<http://wa-snohomishcounty.civicplus.com/438/Forms>)
3. Original Order(s), stapled individually, and stamped "original"
4. Original motion, stapled, and stamped "original"
5. Service documents (if applicable)
6. Supporting documents, stapled individually. If supporting documents are originals, stamp them "original". If they are copies of documents previously filed with the Clerk, mark them as "working copy".

And if applicable:

7. Copies to conform (see below)
8. Self-addressed, stamped envelope

Due to the implementation of the new Statewide Odyssey case management system, as of May 2nd, 2016 paper court files will no longer be created or available. Filing of **Working Copies** required by Snohomish County Local Court Rule 7(b)(2)(B) will remain unchanged and will be crucial during this transition.

Conformed copies:

If you would like the Clerk to conform and return a copy of the signed order(s) to the submitter, provide the following:

- Copy of the proposed order(s), stapled individually, and marked "return copy"
- Self-addressed envelope with enough pre-paid postage and large enough to accommodate all conformed copies; or a completed messenger return slip

Send ex parte mail requests to:

Snohomish County Clerk's Office
3000 Rockefeller Ave., MS 605,
Everett, WA 98201

Contact phone number: 425-388-3466 extension 2701