

# EX PARTE VIA THE CLERK COVER SHEET

Case Caption: \_\_\_\_\_ Case #: \_\_\_\_\_ Snohomish County

Case Description: \_\_\_\_\_ Name/Law Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone # \_\_\_\_\_ Ext. \_\_\_\_\_

## Service Request

*Regular Service is \$30 for up to 5 orders in a case per submission*

Return Via:	<input type="checkbox"/> Pre-Paid Envelope	<input type="checkbox"/> Messenger
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Service Type (RCW 36.18.016)	Quantity
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<input type="checkbox"/> Uncertified Copies @ 0.25 per page	
<input type="checkbox"/> Certified Copies @ \$5.00 for first page of <u>each</u> document, \$1.00 each additional page	
<input type="checkbox"/> Letters @ \$5.00 per letter	
<input type="checkbox"/> Form K @ \$5.00 each	
<input type="checkbox"/> Writ @ \$20.00 for original and one conformed copy	
<input type="checkbox"/> Subpoenas @ \$20.00 for original and one conformed copy	
<input type="checkbox"/> Exemplified Copies @ \$9.00 for the first page and \$1.00 for each additional page	
<input type="checkbox"/> Other ( <i>please describe</i> )	

## Document Order – ALL DOCUMENTS MUST BE STAPLED

Documents must be submitted in the following order (if you are initiating a new case, provide a copy of the Summons & Complaint/Petition):

- Original Order
- Original Supporting Motion
- Original Service Documents (if applicable)
- Original Supporting Documents
- Copies to Conform (if submitted)

**PLEASE NOTE:** Ex Parte Mail Service **does not facilitate expedited requests**; time sensitive litigation should be addressed in person in the Ex Parte Courtroom as submittals are processed at the discretion of the assigned Commissioner and can take up to **10 business days for completion**.