

**EX PARTE COVER SHEET/LETTER OF INSTRUCTION
FOR FILING IN THE SUPERIOR COURT OF KITSAP COUNTY
IN AND FOR THE STATE OF WASHINGTON**

*David T. Lewis III, Kitsap County Clerk (360) 337-7164
FAX (360) 337-4927*

To appear at Ex Parte in person:

Bring all the documents that will be presented to the Clerk’s Office (room 202) before 8:15 am for morning sessions and before 3:15 pm for afternoon sessions, to add your case to the docket.

To appear at Ex Parte by Zoom:

The paperwork needs to be delivered to the Clerk’s Office by direct delivery or mail (*filings via email are currently ONLY accepted pursuant to the Clerk’s [emergency e-filing procedures](#)*).

Ex Parte hearings are held **Monday – Friday at 8:30 am** and **Monday, Thursday, and Friday at 3:30 pm**.
The meeting ID is: Courtroom 269; ZOOM Meeting ID: 884-1439-7681 / Meeting Passcode: 269

Ex Parte by Mail Presentation: The Clerk’s Office will forward uncontested orders to the Court for signature in lieu of parties appearing at an ex parte calendar and provide tracking. A \$30.00 fee is required for this service pursuant to RCW 36.18.016(12). Please expect 3-5 days for processing.

If Requesting optional Post-Hearing/Post-Presentation Services, refer to and include page 2.

Cause Number:	Case caption:	vs.
# Pages (not including this cover sheet):	# Documents (not including this cover sheet):	Date:
Phone Number: ()	Person Filing:	Bar Assoc. Number:
Mailing Address:	City/State/Zip:	

- Please add this matter to the Ex Parte Calendar for Date: _____ Time: _____
and arrange to have the attached pleadings brought to the courtroom.
I’m appearing: In person By Zoom
- Please process this matter via Ex Parte by Mail (\$30 fee included)

Fees		Payment Notice
Ex Parte by Mail Presentation fee (\$30.00)	\$	<input type="checkbox"/> Payment enclosed. <input type="checkbox"/> Payment made via Point&Pay . Confirmation # _____ Date: _____ Signature: _____ For Internal Use Rec'd by: _____ Date to Sup. Ct: / Lynne: _____
Copy request (\$0.25/page)	\$	
Certified Copy Request (\$5.00 1 st page, \$1.00 per page thereafter, <i>per document</i>)	\$	
Issue Letters (\$5.00 each)	\$	
Issue Writ (\$20.00; writ and copies must be provided)	\$	
Postage (\$5.00 flat fee)	\$	
Total	\$	

**USE ONLY THIS COVER SHEET/INSTRUCTION LETTER FOR
EX PARTE CALENDARS AND EX PARTE PRESENTATION SERVICES**

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Optional Post-Hearing/Post-Presentation Services:

Copy Requests:

- Conform the enclosed/attached copies
- Make (#)_____ conformed copies of the following:_____ ; the required fee is included.
- Make (#)_____ CERTIFIED copies of the following:_____ ; the required fee is included.

Issue Letters:

- Issue (#)_____ Letters that I have included; the required fee is included.
- Create and Issue (#)_____ Letters Testamentary;
 of Administration;
 of Administration with Will Annexed;
 of Guardianship;

The required fee is included.

Issue Writ:

- Issue the Original Writ (which will be filed) and (#)_____ copies, which I have included; the required fee is included.

Return Requested Copies/Letters/Writ:

- I will pick up the requested copies/letters/from your office.
- Return the copies/letters/writ to me via legal messenger (name):_____ ; their coversheet is included.
- I have included a return envelope of sufficient size and postage for the requested copies/letters/writ to be mailed back to me.
- Please return the copies/letters/writ to me via mail to the address listed above. The required postage fee is included.

For Internal Use
Rec'd by: _____
Date to Sup. Ct: _____
Post-Hearing Services Completed: Y N
Date to Lynne: _____

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