



Office of the
KITSAP COUNTY CLERK

David T. Lewis III, Clerk

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E-MAIL FILING PROCEDURES

Updated 04/19/2024

Effective July 5, 2022, email filings will ONLY be accepted in time-sensitive situations.

Email filings will be accepted for cases with hearings within 1 business day, or with filing deadlines that cannot be met by physical filing methods. **Your email submission must indicate why your filing is time sensitive.** All other filings should continue to be filed in-person, by mail, eFile, or via messenger. Filings received via email that are not time sensitive will be rejected by return email from our office.

Documents may continue to be submitted via email for ex parte calendars, where counsel or parties intend to appear by Zoom. Please note which ex parte session; date and time you are wanting to attend. Request for Ex Parte by Mail/ presentation and any other additional services should be submitted as set forth here: <https://www.kitsapgov.com/clerk/Pages/Attorney-Assistance.aspx#> , the \$30 ex parte by mail fee is REQUIRED.

Email documents to: exparte@kitsap.gov

Do not submit bench copies to this address.

We are unable to accept any documents for e-mail filing that are 100 pages or greater Each document being submitted for filing by email must be in PDF format, be unsecured, have a page size of 8.5 x 11 inches, and be a separate attachment to your email (For example, do **not** combine motion, declaration, note for motion docket and proof of service forms as one attachment to your email. However, if a document is supposed to have exhibits attached to it, such as a Declaration with exhibits A-F, then the Declaration and exhibits A-F should be combined into one document and be one attachment to your email.)

If your filings are accepted or rejected, you will receive an e-mail in return. **If you do not receive an e-mail that confirms your submission within 2 business days, please contact our office and re-send your documents.**

Civil Protection Order Filings please follow [protection order email filing procedures](#).

For information regarding Zoom hearings, please go to:
<https://www.kitsapgov.com/sc/Pages/remoteppearance.aspx>