

# Procedures for filing Ex-Parte by Mail

The ex-parte presentation of documents to Superior court for approval, signature, and subsequent filing is a convenience provided to attorneys and the public by the Clerk of the Superior Court in accordance with the provisions of RCW 36.18.016(12).

In order to facilitate expeditious processing of documents submitted, it is necessary that parties comply with the specific procedures and requirements as noted below. All physical mailings should be addressed to:

Kitsap County Clerk – Ex Parte  
614 Division Street, MS-34  
Port Orchard, WA 98366

All e-mail submissions should be mailed to: [Exparte@co.kitsap.wa.us](mailto:Exparte@co.kitsap.wa.us)

E-mail submissions should be submitted in accordance with our e-mail filing procedures located at <https://www.kitsapgov.com/clerk/Documents/Email%20Filing%20Requirements%206.18.pdf>

- All documents submitted must be accompanied with instruction which clearly states the purpose of the documents and all services requested.
- Provide original documents for signature and filing. Please provide a proposed order to be submitted to the judge and supporting documents for review.
- If conformed copies are being requested by physical mail, please provide those copies as well as a self-addressed, stamped envelope large enough to accommodate return copies with sufficient postage.
- If conformed copies are being requested by e-mail, please provide the copies fee of \$0.25 per page with your \$30 ex-parte by mail fee.
- Provide payment in the amount of \$30 for each presentation. (Pro se litigants making payments must submit either a money order, cashiers' check, or payment through the online portal. **Personal checks will not be accepted.**) Online payments may be paid by Point&Pay, at the following link:  
<https://client.pointandpay.net/recurring/KitsapCountySuperiorCourtClerk>  
Proof of payment in your e-mail is required.
- If requesting certified copies, additional payment is required. \$5 for the first page, and \$1 for each addition page thereafter, per document. When filing by e-mail, certified copies can be mailed to you for an additional \$5 mailing fee.
- Multiple payments may be combined into one transaction (check, money order, or online transaction) if applicable.

*Please note, payment only ensures that the order will be presented to the Court for signature. If the submission is not successful, resubmitted pleadings will require a new ex-parte fee.*

Local forms and a complete list of filing fees can be found on our website.  
<http://www.kitsapgov.com/clerk/Pages/default.aspx>

**If ex-parte mail does not comply with ALL requirements, it may be returned unprocessed.**