



Office of the
KITSAP COUNTY CLERK

David T. Lewis III, Clerk

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www.kitsapgov.com/clerk

E-MAIL FILING PROCEDURES

Updated 05/31/2022

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 should indicate why your filing is time sensitive.** All other filings should continue to be filed in-person, by mail, or via messenger. Filings received via email that are not time sensitive will be rejected by return email from our office.

Because the purpose of instituting this policy is to keep members of the public and our staff healthy, we will continue to not charge for email filings unless a filing fee is required.

Documents may continue to be submitted via email for ex parte calendars, where counsel or parties intend to appear by Zoom; request for Ex Parte by Mail/ presentation services should be submitted as set forth here: [Attorney Assistance \(kitsapgov.com\)](http://Attorney Assistance (kitsapgov.com)) , the \$30 ex parte by mail fee is **REQUIRED**.

Please email your documents for the Ex Parte calendar to the Clerk's office by 4:00 p.m. the day before your hearing for the morning session and by 2:00 p.m. the day of for the afternoon session. It is recognized that some matters are emergency and time sensitive in nature therefore these situations are an exception.

For Protection order filing, please follow procedures detailed [Domestic Violence Assistance \(kitsapgov.com\)](http://Domestic Violence Assistance (kitsapgov.com)).

If your filings are accepted, you will receive an e-mail in return. If your filings are 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.**

Email documents to: exparte@kitsap.gov in **PDF format**.

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:

1. be in PDF format,

2. be unsecured,
3. have a page size of 8.5 x 11 inches, and
4. 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.)

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

ADDITIONAL INFORMATION

Updated 05/31/2022

The most recent Kitsap County Superior Court Emergency Order can be found at:
https://www.kitsapgov.com/sc/Pages/COVID_19.aspx

<https://kitsappublichealth.org/communityHealth/Covid-19/CoronaVirus.php>
<https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>

For our safety as well as yours, we ask that you follow any and all rules in place by our office, Superior Court, the Kitsap County Health Department, and the CDC.