



Office of the
KITSAP COUNTY CLERK

Alison H. Sonntag, Clerk

614 Division Street, MS 34 – Port Orchard, WA 98366-4692
360-337-7164 FAX 360-337-4927
www.kitsapgov.com/clerk

Clerk's Emergency Policy/Procedures
Effective 3/18/2020

COVID-19 appears to be a clear and immediate threat to public health. Limiting person to person contact is a proven way to slow the spread of the disease.

Therefore, the Kitsap County Clerk's Office is prepared to take the following steps:

We will begin temporarily accepting time-sensitive filings by email. This will include filings that require a fee to be paid, providing the fees are prepaid.

We will waive all fax filing fees and Ex Parte by mail fees.

These policies are in effect immediately and will remain until the end of March. At that time, we will reexamine the situation and make further decisions.

Email filing procedure:

1. Email documents to exparte@co.kitsap.wa.us in PDF format. Each document being submitted for filing via email should be a separate attachment to your email (do NOT combine multiple documents into one huge attachment). Make sure to note any special instructions in the email. Otherwise we will just print them out and get them filed. If documents are illegible or without case numbers, they will be rejected. Do not send us copies for the judges. They are making separate arrangements to accept email bench copies.
2. If you plan to file a new case or other type of pleading that requires a fee, you must first go to [Point and Pay](#) and pay the requisite fee. Once you have done so, attach a copy of that receipt to your filing. Absent that, your documents will not be filed and will be returned.
3. Because the purpose of instituting this policy is to keep members of the public and our staff disease free, we will not charge for email filings – except as required by new cases, jury demands, etc. Accordingly, please use this service for time-sensitive matters only. If you have time, snail mail is still our preferred alternative.

This is a temporary procedure undertaken to respond to an unprecedented situation. It will require changes and more work on our part to implement. It will also result in reduced income. Once the crisis has passed, and it will, we will no longer be accepting email filings, but will continue working with Tyler Technologies and the Administrative Office of the Courts toward a permanent solution.

Use of the following subject lines (*see table, below*) for emails sent to exparte@co.kitsap.wa.us will allow the Clerk’s Office to route your emails to the appropriate staff member(s) for faster processing.

One case per filing email, please! It’s easy to lose track when multiple requests involving multiple files are all combined into one--we want to make sure each request is properly processed.

Multiple cases can be included in your Ex Parte check in, Copy request, and Issuance of Letters emails; just be sure your requests for each case are clear and specific.

Email Subject Line	Other Notes
Filing in existing case	<ul style="list-style-type: none"> • If making requests (<i>copies, issuance of letters, writs, etc.</i>) in addition to filing documents, specify such requests in the body of your email • Proof of pre-payment required to be attached in same email as documents when applicable (<i>filing fee, jury demand fee, copy requests, issuance of letters, writs, etc.</i>)
Filing NEW case	<ul style="list-style-type: none"> • if making additional requests (<i>copies, issuance of letters, writs, etc.</i>) in addition to filing documents, specify such requests in the body of your email • Proof of pre-payment required to be attached in same email as documents when applicable (<i>filing fee, jury demand fee, copy requests, issuance of letters, writs, etc.</i>)
Ex Parte check in <i>(if attending in-person)</i>	<ul style="list-style-type: none"> • If possible, mark these emails as High importance • Specify the case number(s), date and time of session
Copy request	Proof of pre-payment required to be attached in email
Issuance of Letters <i>(Testamentary, Administration, Guardianship)</i>	Proof of pre-payment required to be attached in email