



*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](http://www.kitsapgov.com/clerk)

**Email Filing Policy/Procedures**  
**Updated 07/2021**

These policies are in effect immediately and will remain until further notice. 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 – except as required by new cases, jury demands, etc. Documents may continue to be submitted via email for ex parte calendars, where counsel or parties intend to appear by Zoom or telephonically; request for Ex Parte by Mail/presentation services should be submitted as set forth here: <https://www.kitsapgov.com/clerk/Pages/Attorney-Assistance.aspx#>

Email documents to: [exparte@co.kitsap.wa.us](mailto:exparte@co.kitsap.wa.us) in PDF format. Do not submit bench copies to this address. Bench copies should be sent to [SuperiorCourt@co.kitsap.wa.us](mailto:SuperiorCourt@co.kitsap.wa.us) by separate e-mail.

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.)

**We are unable to accept any documents for filing that are 100 pages or greater.**

Make sure to note any special instructions in the email. Otherwise, we will process and file them. If documents are illegible or without case numbers, they will be rejected. Please be sure that if security was added to the document (i.e., signature protection), that the document security is removed prior to submission via email.

If you plan to file a new case or other type of pleading that requires a fee, you must first go to [Point & Pay](#) and pay the requisite fee. Once you have done so, attach a copy of that receipt to your email. Documents that require a fee will not be filed if proof of payment is not attached.

This is a temporary procedure undertaken to respond to an unprecedented situation. It will require changes and more work on our part to implement, and results in lost revenue. We continue to work ~~with Tyler Technologies and the Administrative Office of the Courts~~ toward a permanent e-filing solution.

**More Filing by Email tips:**

Use of the following subject lines (*see table, below*) for emails sent to [exparte@co.kitsap.wa.us](mailto: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"><li>• 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</li><li>• 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>)</li></ul>
Filing NEW case	<ul style="list-style-type: none"><li>• 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</li><li>• 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>)</li></ul>
Ex Parte calendar check in ( <i>attending by Zoom or telephonically</i> )	<ul style="list-style-type: none"><li>• If possible, mark these emails as High importance</li><li>• Specify the case number(s), date and time of session</li></ul>
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