



*Office of the*  
**KITSAP COUNTY CLERK**

**David T Lewis, III, 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)

**Protection Order Email Filing  
Policy/Procedures  
Updated 07/01/2022**

Email documents to: [exparte@kitsap.gov](mailto:exparte@kitsap.gov) in **PDF format**.

Do not submit bench copies to this address.

**We are unable to accept any documents for 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.)

Make sure to note any special instructions in the email. Otherwise, we will process and file them and confirm receipt by return email. If documents are illegible or without case numbers (for existing cases), they may 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.

Protection Orders are handled with priority and can be filed anytime. You will receive notification when the petition is being processed and under review by a judicial officer during regular business hours.

Unlawful Harassment Orders may require a filing fee. Once the filing has been submitted the clerk may reach out to you if that fee is required. You can pay that through [Point & Pay](#) and pay the requisite fee. Once you have done so, attach a copy of that receipt to your email.

Please review the additional resources and links for more information of the types of Protections Orders and the forms required for filing. For questions please call Darian Cotten or Kelsi Anderson at 360.337.7164 X3480 or email them at [dcotten@kitsap.gov](mailto:dcotten@kitsap.gov) and [kanderson@kitsap.gov](mailto:kanderson@kitsap.gov)

**More Filing by Email tips:**

Use of the following subject lines (*see table, below*) for emails sent to [exparte@kitsap.gov](mailto:exparte@kitsap.gov) 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 is 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.

Email Subject Line	Other Notes
Filing in existing case	<ul style="list-style-type: none"><li>• If making requests (<i>copies, zoom information, questions, etc.</i>) in addition to filing documents, specify such requests in the body of your email</li></ul>
Filing NEW PROTECTION ORDER 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>• If possible, mark these emails as High importance</li><li>• Be sure to include signed and completed: Law Enforcement Sheet, Petition for Protection order, any applicable attachments, Temporary Protection Order and hearing notice, and Temporary order to surrender weapons as applicable as separate PDFs</li></ul>
Ex Parte calendar check in	<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>

**Additional Resources and Links**

[Get a Domestic Violence Protection Order | WashingtonLawHelp.org | Helpful information about the law in Washington.](#)

[Guidelines for DV Protection and Antiharassment Orders](#)

[Safety Tips for Women](#)

**Domestic Violence Hotline** 1-800-562-6025

*Provides 24 hour, toll-free information about shelter and alternatives to domestic violence.*

**Kitsap County Domestic Violence Task Force** 360-479-5392

*Provides information on domestic violence services available in our community.*