

FAX COVER SHEET
FOR FILING IN THE SUPERIOR COURT OF KITSAP COUNTY
IN AND FOR THE STATE OF WASHINGTON (per GR 17)
(This service available only to members of the WSBA)

Alison H. Sonntag, Kitsap County Clerk (360) 337-7164
FAX (360) 337-4927

Cause Number:	Case caption: _____ vs. _____
# Pages (not including this cover sheet):	Date: _____
Firm Name:	Person Filing: Bar Assoc. Number: _____
Address:	City/State/Zip: _____
Phone Number: () _____	FAX Number: () _____

Fax Fee = \$5.00/1st page + \$1.00 per each page thereafter (*ALWAYS imposed*)

- Please file this FAX in the Court File.
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Additional Fee of \$10 imposed for requested copies *per each 25 pages (or portion thereof)*

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Page Limit: 20 pages during regular business hours (8:00 am to 4:30 pm, Monday through Friday) unless *advance* permission has been granted by the Clerk's Office (permission will NOT be granted on Thursdays before noon). The fax cover sheet is not included in the 20-page limit. There is no page limit for transmissions after regular business hours.

Filing Fee: *Documents requiring filing fees may not be faxed;* these include but are not limited to, original petitions or complaints, jury demands, writs, notices of appeal and petitions to modify child support.

<u>Fax Fee Payment Notice</u>	<u>FAX FEE</u>
I am mailing my business check or money order today, payable to "Kitsap County Clerk", 614 Division Street, MS-34, Port Orchard, WA 98366-4692. (Please enclose a photocopy of this cover sheet with payment to ensure proper credit). Signature: _____ Date: _____	# Pages Faxed (less cover sheet): _____ Fax Fee: \$ _____ Extra copy request charge: \$ _____ Total: \$ _____

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