



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

**Alison H. Sonntag,**

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614 Division Street, MS 34 – Port Orchard, WA 98366-4692  
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[www.kitsapgov.com/clerk](http://www.kitsapgov.com/clerk)

As of **July 19, 2021**, our emergency policies-initiated March of 2020-will no longer be in effect and we will revert to pre-COVID policy.

Specifically, this means:

- We will resume the statutory fee for fax filings, \$5 for the first page and \$1 for each page thereafter. There is more info on the [Fax Cover Sheet](#).
- We will resume the statutory fee for Ex Parte by mail, \$30  
(Ex Parte by mail means those matters that require Clerk's action before they get before a judge, i.e. new cases, garnishments and other cases wherein multiple documents or the entire digital file must be "pulled" for the judge. More information may be found [here](#).)

These policies do **not** apply to agreed orders submitted/emailed directly to the Superior Court.

Nor do these policies apply to pleadings submitted for Ex Parte appearance (in person or by Zoom) check-ins via the Clerk.

As to filing by email, we do not currently anticipate changing or stopping this service. We also do not plan to begin charging yet, although that will happen sometime in the future. **HOWEVER**, please remember email filing should be reserved for time-sensitive matters **ONLY**. If there is time, the preferred method to receive documents is still by mail or messenger.

Coming out of the pandemic is likely to be as confusing as going in.

Please feel free to reach out to me or Rebecca Wildes, [rwildes@co.kitsap.wa.us](mailto:rwildes@co.kitsap.wa.us) or 360-337-4646 if you have questions or concerns.

*Alison H. Sonntag*

**Kitsap County Clerk**

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