

HOW TO SUBMIT YOUR DOCUMENTS FOR THE COURT FILE AND BENCH COPIES

Kitsap County Superior Court and the Kitsap County Clerk's Office are separate entities. Documents intended for the court file must be provided to the Clerk's Office by email or provided in hardcopy. Bench copies of documents intended for judicial review in advance of your hearing must be emailed to Superior Court or provided in hardcopy to the Superior Court Office, Room 210. Email submissions of bench copies cannot exceed 100 pages. Bench copies exceeding 100 pages must be provided in hard copy to the Superior Court Office, Room 210.

Please remember: If you want to email documents for filing with the Clerk's Office, you must use this email address: exparte@co.kitsap.wa.us.

Please remember: If you want to email bench copies of documents for judicial review before your hearing, you must use this email address: SuperiorCourt@co.kitsap.wa.us.

PRACTICE TIP: In your correspondence, be clear as to what calendar your attached documents are for. ***Be specific.*** Please put in the email the date, time, and name of the calendar for which you are submitting your documents. ***Please send separate emails when communicating with the Clerk's Office and Superior Court.*** Whilst sending two emails may be an inconvenience, keeping the correspondence separated between the two offices ensures your documents will be handled properly.

EX PARTE CALENDAR APPEARANCES



Parties are required to appear via Zoom unless it is impossible to do so. Please email your documents for filing to: exparte@co.kitsap.wa.us and include the date & time of your planned appearance. Attach separate .pdfs of your pleadings and include a proposed order.



Are you appearing in person because it is impossible for you to appear by Zoom? Please email your documents for filing to: exparte@co.kitsap.wa.us and include the date & time of your planned appearance. Attach separate .pdfs of your pleadings and include a proposed order **OR** check-in at the Clerk's Office (Room 202) with your documents for filing.

PRACTICE TIP: Please email your documents for the ex parte calendar to the Clerk's Office by 4:00 p.m. the day before your hearing. It is recognized that some matters on the ex parte calendar are, by necessity, being heard on a condensed timeline but the sooner the Clerk's Office has your documents the better. Bench copies are NOT required for ex parte appearances. However, on occasion there may be matters for which you want to provide a bench copy in advance of the ex parte calendar. Bench copies should NOT be emailed to the Clerk's Office. Bench copies should be emailed to Superior Court at: SuperiorCourt@co.kitsap.wa.us.

WHAT IF I HAVE AN AGREED ORDER THAT I WANT SIGNED WITHOUT APPEARING ON THE EX PARTE CALENDAR?

If you have an agreed order and do not need to appear on the ex parte calendar, you should email your signed agreed order directly to Superior Court at: SuperiorCourt@co.kitsap.wa.us. A judge will sign the order and place it in the basket for filing with the Clerk's Office. A conformed copy will be available for you on Odyssey upon entry by the Clerk's Office.