

# Ex Parte Electronically via the Clerk - Cover Sheet

**TO:**  
[clerkex.parte@lewiscountywa.gov](mailto:clerkex.parte@lewiscountywa.gov)

**RE:**  
 Case Title: \_\_\_\_\_  
 Cause No. \_\_\_\_\_

**FROM:**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

SERVICE REQUESTED	ADDITIONAL SERVICE(S) REQUESTED
<input type="checkbox"/> Ex Parte Orders - <b>\$30.00 (per case)</b>  <input type="checkbox"/> Order may be presented to any judicial officer for consideration.  <input type="checkbox"/> Order is from a post-court hearing on _____ . Present order to the following judicial officer:  <input type="checkbox"/> J. Andrew Toynbee, Judge <input type="checkbox"/> James Lawler, Judge <input type="checkbox"/> Joely Yeager, Judge <input type="checkbox"/> Paul Strophy, Commissioner <input type="checkbox"/> Other _____	<input type="checkbox"/> Regular Copies - Document Name _____ # of Copies _____ Total pages _____ <b>Total \$</b> _____ (.25 per page for email) (.50 per page for mailed copies)  <input type="checkbox"/> Certified Copies - Document Name _____ # of Copies _____ Total pages _____ <b>Total \$</b> _____ (\$5 for the first page & \$1 for each additional page)  <input type="checkbox"/> Writs, Subpoenas, Citations, etc. Document Name _____ # of Copies _____ <b>Total \$</b> _____ (\$30 for Order)(\$20 for Writs) (unable to provide via email)

RETURN VIA	
Mail - <b>\$7.00</b> (clerk to provide envelope and postage)  Email ( <b>Fees required</b> - <u>Regular Copies</u> only) _____ (print email clearly and legibly)	<i>Notice: In some instances, you may be contacted for additional fees before your request can be processed.</i>

**FINALIZE BY CHECKING ALL REQUIREMENTS**

1.  *(required)*: I have filed the motion(s) & supporting document(s) **online**; OR  does not apply
2.  *(required)*: I have attached *only* the ORDER(s) to this request.
3.  *(required)*: I have paid the fees on the **point&pay** website for the services indicated above.
4.  *(required)*: **point&pay** Receipt Invoice # \_\_\_\_\_ **Amount\* \$** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(\*do not include point&pay Service Fee)

Clerk's Use Only

Fees Added                     
  Copy to Accounting                     
  Processed by \_\_\_\_\_