

Ex Parte Electronically via the Clerk - Cover Sheet

TO: clerkex.parte@lewiscountywa.gov

RE:

Case Title: _____

Case No. _____

FROM:

Name: _____

Email: _____

Address: _____

City State Zip: _____

Phone: _____

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

Notice: In some instances, you may be contacted for additional fees before your request can be processed.

FINALIZE BY CHECKING ALL REQUIREMENTS

1. **(required)** Motion(s) & supporting document(s) have been [eFiled](#); and accepted: 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

Copies sent (date & initial) _____