

Ex Parte Electronically via the Clerk - Cover Sheet

TO: clerkex.parte@lewiscountywa.gov

FROM:

RE:

Name: _____

Case Title: _____

Email: _____

Case No. _____

Address: _____

City State Zip: _____

Phone: _____

SERVICE REQUESTED	ADDITIONAL SERVICE(S) REQUESTED
<p style="text-align: center;">Ex Parte Orders - \$30.00 (per case)</p> <p>Order may be presented to any judicial officer for consideration.</p> <p>Order is from a post-court hearing on _____ . Present order to the following judicial officer:</p> <p style="text-align: center;">J. Andrew Toynbee, Judge Joely Yeager, Judge Paul Strophy, Judge Cailen Cecil, Commissioner Other _____</p>	<p>Regular Copies -</p> <p>Document Name _____</p> <p># of Copies _____ Total pages _____ Total \$ _____ (.50 per page for email) (.50 per page for mailed copies, postage & \$2.00 handling fee may apply)</p> <p>Certified Copies -</p> <p>Document Name _____</p> <p># of Copies _____ Total pages _____ Total \$ _____ (\$5 for the first page & \$1 for each additional page, postage & \$2.00 handling fee may apply) (unable to provide via email)</p> <p>Writs, Subpoenas, Citations, etc.</p> <p>Document Name _____</p> <p># of Copies _____ Total \$ _____ (\$30 for Order)(\$20 for Writs) (unable to provide via email)</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 & supporting document have been filed or **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.
(Fees may also be paid by calling 866-923-6534)
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) _____