

## Ex Parte Electronically via the Clerk - Cover Sheet

**TO:**

[SCExparte@graysharbor.us](mailto:SCExparte@graysharbor.us)

**FROM:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**RE:**

Case Title: \_\_\_\_\_

Cause No. \_\_\_\_\_

1. SERVICE REQUESTED	2. ADDITIONAL SERVICE(S) REQUESTED
<input type="checkbox"/> Ex Parte Orders - <b>\$30.00 (per case)</b>  <input type="checkbox"/> Order may be presented to <b>any judicial officer</b> for ex parte consideration.  <input type="checkbox"/> Order is from a <b>post-court hearing</b> on _____ . Present order to the following judicial officer:  <input type="checkbox"/> Katherine Svoboda, Judge <input type="checkbox"/> Vini Samuel, Judge <input type="checkbox"/> Steven Jackson, Judge <input type="checkbox"/> Jon Beltran, Commissioner <input type="checkbox"/> Other _____	<input type="checkbox"/> Regular Copies - Document Name _____ # of Copies _____ Total pages _____ <b>Total \$</b> _____ <i>(.25 per page for email)</i> <i>(.50 per page for mailed copies)</i>  <input type="checkbox"/> Certified Copies - Document Name _____ # of Copies _____ Total pages _____ <b>Total \$</b> _____ <i>(\$5 for the first page &amp; \$1 for each additional page)</i>  <input type="checkbox"/> Writs, Subpoenas, Citations, etc. Document Name _____ # of Copies _____ <b>Total \$</b> _____ <i>(\$30 for Order)(\$20 for Writs)</i>

3. RETURN VIA
<input type="checkbox"/> No copies needed  <input type="checkbox"/> Mail - <b>\$7.00</b> (clerk to provide envelope and postage)  <input type="checkbox"/> Email ( <b>Fees required</b> - you must select copies in option 2. additional services above)  <div style="text-align: center; border-top: 1px solid black; margin-top: 10px;">             _____  <i>(print email clearly and legibly)</i> </div> <div style="float: right; text-align: right; font-size: small; margin-top: 10px;"> <i>Notice: In some instances, you may be contacted for additional fees before your request can be processed.</i> </div>

4. FINALIZE BY CHECKING ALL REQUIREMENTS****
1. <input type="checkbox"/> <i>(required):</i> I have filed the motion(s) & supporting document(s) online; OR <input type="checkbox"/> does not apply <a href="https://www.graysharbor.us/government/clerk/file_documents.php">https://www.graysharbor.us/government/clerk/file_documents.php</a>
2. <input type="checkbox"/> <i>(required):</i> I have attached <i>only</i> the ORDER(s) to this request.
3. <input type="checkbox"/> <i>(required):</i> I have paid the fees on the nCourt website for the services indicated above. <a href="https://www.ncourt.com/ncourtlanding/wagraysharborlanding.aspx">https://www.ncourt.com/ncourtlanding/wagraysharborlanding.aspx</a>
4. <input type="checkbox"/> <i>(required):</i> nCourt Receipt Invoice # _____ <b>Amount* \$</b> _____ <b>Date:</b> _____ <i>(*do not include nCourt Service Fee)</i>

For Clerks' Use Only

Rcpt# \_\_\_\_\_
  Amt. Received \_\_\_\_\_
  Date \_\_\_\_\_
  Processed by \_\_\_\_\_