



E-MAIL FILING PROCEDURES

Updated 03/2022

These policies are in effect immediately and will remain until further notice.

Because the purpose of instituting this policy is to keep members of the public and our staff healthy, we will continue to not charge for email filings – except as required by new cases, jury demands, etc. Documents may continue to be submitted via email for ex parte calendars, where counsel or parties intend to appear by Zoom or telephonically; request for Ex Parte by Mail/ presentation services should be submitted as set forth here: <https://www.kitsapgov.com/clerk/Pages/Attorney-Assistance.aspx#>, the \$30 ex parte by mail fee is REQUIRED.

If your filings are accepted, you will receive an e-mail in return. If your filings are rejected, you will receive an e-mail in return. **If you do not receive an e-mail that confirms your submission, please contact our office and re-send your documents.**

Email documents to: exparte@co.kitsap.wa.us in **PDF format**.

Do not submit bench copies to this address. Bench copies should be sent to SuperiorCourt@co.kitsap.wa.us by separate e-mail.

We are unable to accept any documents for e-mail filing that are 100 pages or greater.

For information regarding your zoom hearing, please go to:
<https://www.kitsapgov.com/sc/Pages/remoteppearance.aspx>

COMING TO THE COURTHOUSE IN PERSON

Updated 01/2022

The Superior Court Clerk's Office is open and will remain open barring extreme circumstance. If you intend to attend court in person, or are in the courthouse for any reason we request that you please follow current rules and guidelines including:

1. You **may** be asked to wear a mask in certain circumstances but masks are no longer required.
2. **We require social distancing in the courthouse.** Specifically, in courtrooms there are marked locations where to sit to be properly distanced, please understand and utilize our social distancing guides to the best of your abilities.

Ex-Officio Clerk of the Superior Court – Jury Commissioner

Public Defense – Courthouse Facilitator Program

ADDITIONAL INFORMATION

Updated 03/2022

The **most recent** Kitsap County Superior Court Emergency Order can be found at:

https://www.kitsapgov.com/sc/Pages/COVID_19.aspx

<https://kitsappublichealth.org/communityHealth/Covid-19/CoronaVirus.php>

<https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>

**For our safety as well as yours, we ask that you follow any and all rules in place by our office,
Superior Court, the Kitsap County Health Department, and the CDC.**

Ex-Officio Clerk of the Superior Court – Jury Commissioner

Public Defense – Courthouse Facilitator Program