

**MAIL COVER SHEET/LETTER OF INSTRUCTION  
FOR FILING IN THE SUPERIOR COURT OF KITSAP COUNTY  
IN AND FOR THE STATE OF WASHINGTON**

*David T. Lewis III, Kitsap County Clerk (360) 337-7164*

*FAX (360) 337-4927*

**Ex Parte by Mail Presentation:** The Clerk's Office will forward uncontested orders to the Court for signature in lieu of parties appearing at an ex parte calendar and provide tracking. A \$30.00 fee is required for this service pursuant to RCW 36.18.016(12). Please expect 3-5 days for processing.

**If Requesting optional Post-Hearing/Post-Presentation Services, refer to and include page 2.**

Cause Number:	Case caption:	vs.
# Pages (not including this cover sheet):	# Documents (not including this cover sheet):	Date:
Phone Number: (     )	Person Filing: Bar Assoc. Number:	
Mailing Address:	City/State/Zip:	

- Please
- Please process this matter via Ex Parte by Mail (\$30 fee included)

Fees	\$	Payment Notice
Filing Fee	\$	<input type="checkbox"/> Payment enclosed. <input type="checkbox"/> Payment made via <a href="#">Point&amp;Pay</a> . Confirmation # _____ Date: _____ Signature: _____ <hr style="border-top: 1px dotted black;"/> For Internal Use Rec'd by: _____ Date to Sup. Ct. / Lynne: _____
Ex Parte by Mail Presentation fee (\$30.00)	\$	
Copy request (\$0.25/page)	\$	
Certified Copy Request (\$5.00 1 <sup>st</sup> page, \$1.00 per page thereafter, <i>per document</i> )	\$	
Issue Letters (\$5.00 each)	\$	
Issue Writ (\$20.00; writ and copies <b>must</b> be provided)	\$	
Postage (\$5.00 flat fee)	\$	
<b>Total</b>	<b>\$</b>	

**USE ONLY THIS COVER SHEET/INSTRUCTION LETTER FOR  
EX PARTE CALENDARS AND EX PARTE PRESENTATION SERVICES**

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**Optional Post-Presentation/Port Filing Services:**

Copy Requests:

- Conform the enclosed/attached copies
- Make (#)\_\_\_\_\_ conformed copies of the following:\_\_\_\_\_;  
\_\_\_\_\_ ; the required fee is included.
- Make (#)\_\_\_\_\_ CERTIFIED copies of the following:\_\_\_\_\_;  
\_\_\_\_\_ ; the required fee is included.

Issue Letters:

- Issue (#)\_\_\_\_\_ Letters that I have included; the required fee is included.
- Create and Issue (#)\_\_\_\_\_ Letters  Testamentary;  
 of Administration;  
 of Administration with Will Annexed;  
 of Guardianship;

The required fee is included.

Issue Writ:

- Issue the Original Writ (which will be filed) and (#)\_\_\_\_\_ copies, which I have included; the required fee is included.

Return Requested Copies/Letters/Writ:

- I will pick up the requested copies/letters/from your office.
- Return the copies/letters/writ to me via legal messenger (name):\_\_\_\_\_ ;  
their coversheet is included.
- I have included a return envelope of sufficient size and postage for the requested  
copies/letters/writ to be mailed back to me.
- Please return the copies/letters/writ to me via mail to the address listed above. The required  
postage fee is included.

For Internal Use
Rec'd by: _____
Date to Sup. Ct: _____
Post-Hearing Services Completed: Y N
Date to Lynne: _____

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