Clear Form

EMAIL FILING COVER SHEET
FOR FILING IN THE ISLAND COUNTY SUPERIOR COURT OF
THE STATE OF WASHINGTON (per GR 17)

ONLY FOR DOCUMENTS TO BE FILED IN THE COURT FILE - FEE REQUIRED

DEBRA VAN PELT, ISLAND COUNTY CLERK (360) 679-7359

EMAIL FILING ADDRESS: islandcountye-file@islandcountywa.gov

PAYMENT: Payments must be made online before your documents will be processed. You can make the payment at www.islandsuperiorcourtpay.com. Please indicate the case number or name on the payment.

Date: _____ New Case: ☐Yes / ☐No Filing in existing Cause Number:
Case Caption _____ vs _____
Attorney Name: _____ WSBA #: _____
Firm Name (if any): _____ Email: _____
Pro Se Name: _____ Email: _____
Point of Contact: _____
Phone Number _____ Fax Number _____
Address: _____

NEW CASE FILINGS: All new case filings must include a fully filled out Case Information Cover Sheet. Download them from these links (CIVIL, DOMESTIC/FAMILY, PROBATE), fill out the form and include with your Email filing. Your "new case" filing will be rejected without this form.

DESCRIPTION	
EMAIL FILING CHARGE:	$ 5.00
Working Copies to Judge - $0.25 per page	
Presentation fee - $30.00	
Requesting Letter for pickup in the Clerk's office - $5.00 Each	
Select One	
TOTAL	$ 5.00

Please list the documents below:

DOCUMENT NAME	PAGES
Total Pages	0

Email this coversheet with your document(s). Email and attachments are limited to **20 MegaBytes** in size. Attachments larger will not be received. If necessary, separate your filing into multiple filings; separate fees apply. Email filed documents will be processed similar as documents over the counter, however, both documents and payment must be received (completely) no later than 4:00 PM or they will be stamped and filed the next business day. Please make sure your documents are sent in a timely manner.