

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

FEE REQUIRED

Payment must be received before documents will be processed.

Make payment at islandsuperiorcourtpay.com.

Please indicate the case number or title of case in the case number field.

THIS COVERSHEET MUST ACCOMPANY YOUR E-FILING

Send completed coversheet and documents to be filed to

islandcountyfile@islandcountywa.gov

Date: _____ New case? Yes No Existing cause #: _____

Case caption: _____ vs _____

Point of Contact: _____

Name	Phone	Email
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LIST OF DOCUMENTS TO BE E-FILED

Document Name	Pages	Working Copy?
Sample Declaration of John Doe	14	Yes
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total number of pages e-filed	_____	Total number of pages to Judge

LIST OF FEES TO BE PAID

E-filing fee	\$5.00	\$5.00
Working copies to Judge @ \$0.25 per page	\$	\$
Presentation fee for presentation of order by Clerk	\$30.00	\$
New case filing or modification fee	\$	\$
Other (please describe):	_____	\$
	Total	\$

SIZE: Email and attachments are limited to **20 MegaBytes** in size. If necessary, separate your filing into multiple filings. Separate filing fees apply.

DEADLINE: Both documents and payment must be received completely no later than 4:00 pm. Documents received after 4:00 pm will be stamped and filed the next day.

NEW CASE FILINGS: All new case filings must include a completed **Case Information Cover Sheet**. Any new case e-filed without this form will be rejected. Find them at courts.wa.gov/forms.

QUESTIONS: Contact the Island County Clerk's office at (360) 679-7359 or email islandcountyclerk@islandcountywa.gov.