

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

islandcountye-file@islandcountywa.gov

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

Case caption: _____ vs _____

Point of Contact: _____

Name Phone Email

LIST OF DOCUMENTS TO BE E-FILED

	Document Name	Pages	Working Copy?
<i>Sample</i>	<i>Declaration of John Doe</i>	<i>14</i>	<i>Yes</i>
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* .