

**Skagit County Clerk's Office**  
**Emergency Email E-file Policy/Procedures**  
Effective March-19, 2020

**PLEASE ALLOW 48 HOURS PROCESSING**

**ExParte Calendar cutoff – 10:30 a.m. for same day calendar**

The Skagit County Clerk's Office will begin temporarily accepting time-sensitive filings by email. This will include filings that require a fee to be paid, provided the fees are prepaid and the receipt is included with the filing. These policies are in effect until further notice. Please remember email is not a secure form of filing.

Email filing procedure:

1. Email documents to [exparte@co.skagit.wa.us](mailto:exparte@co.skagit.wa.us) in **PDF FORMAT**. The total size of all of the attachments in a single email must be 10 mb or less. If your filings are larger than this limit, they will need to be mailed or filed in person. Our lobby is now open. GR 14 – Format for Pleadings and Other Papers applies.
2. Each document being submitted for filing via email must be a separate PDF attachment to your email (**do NOT combine multiple documents into one huge attachment**). Each PDF must be a **single and entire document (do not send one document as multiple PDF files)**. It is helpful to name the file so it describes the document, for example: Summons.pdf for a file name.
3. Make sure to note any special instructions in the email. Otherwise we will simply file the documents. The filer will receive a single response either Received or Rejected (if documents are not received in the format above, are illegible or without/incorrect case numbers). **You may want to confirm your filings by checking your case online via Odyssey Portal – please allow 48 hours for the filing to appear online.** <https://odysseyportal.courts.wa.gov/odyportal>
4. If you plan to file a new case or other type of pleading that requires a fee, you must first go to nCourt at <https://www.skagitcounty.net/Departments/Clerk/ncourt.htm> and pay the requisite fee. Once you have done so, attach a copy of that receipt to your filing. If there is not a receipt attached, your documents will not be filed.
5. Because the purpose of instituting this policy is to keep members of the public and our staff healthy, we will not charge for email filings – except as required by new cases, jury demands, ex parte fee, etc. All filings received after 4:30 p.m. will be received or rejected the next business day.
6. We do not accept judge's copies or proposed orders.

This is a temporary procedure undertaken to respond to an unprecedented situation. Once the crisis has passed, we will no longer be accepting email filings, but will continue working toward a permanent solution.

One case per filing email, please. It's easy to lose track when multiple requests involving multiple files are all combined into one -- we want to make sure each request is properly processed. Emails containing multiple matters, will be rejected.

Please use the following subject lines (*see table below*) for emails sent to [exparte@co.skagit.wa.us](mailto:exparte@co.skagit.wa.us). This will allow the Clerk's Office to route your emails to the appropriate staff member(s) for faster processing.

Email Subject Line	Other Notes
Filing in existing case (provide case number)	<ul style="list-style-type: none"> <li>If making requests (<i>copies, issuance of letters, writs, etc.</i>) in addition to filing documents, specify such requests in the body of your email</li> <li>Proof of pre-payment required to be attached in same email as documents when applicable (<i>filing fee, jury demand fee, copy requests, issuance of letters, writs, etc.</i>)</li> </ul>
Filing NEW case	<ul style="list-style-type: none"> <li>If making additional requests (<i>copies, issuance of letters, writs, etc.</i>) in addition to filing documents, specify such requests in the body of your email</li> <li>Proof of pre-payment required to be attached in same email as documents when applicable (<i>filing fee, jury demand fee, copy requests, issuance of letters, writs, etc.</i>)</li> </ul>
Issuance of Letters (Testamentary, Administration, Guardianship)	<ul style="list-style-type: none"> <li>Proof of pre-payment required to be attached in email</li> </ul>

With regards to Ex Parte Procedures you can submit your motion and order for ex parte signature in the following ways:

- **(Front Counter) Personal Appearance:** Ex parte matters are heard Monday through Friday at 1:15 pm. Please appear personally at the Clerk's Office from 8:30a.m. to 12:00 p.m. After you have presented your order, you may wish to come to the Clerk's Office to obtain or conform your copies.
- **Ex Parte by Mail:** Please send your original documents, at least one set of copies for the Clerk's Office to conform, a self-addressed stamped envelope and the ex parte fee of \$30.00. Please provide a self-addressed stamped envelope for any conformed copies you wish to receive. If the fee is not included, all documents will be mailed back to you.
- **Ex Parte at Counter Not Requiring Personal Appearance:** You may leave documents with counter staff if you are unable to attend the ex parte calendar at 1:15. Please include any copies for the Clerk's Office to conform, a self-addressed stamped envelope, and the ex parte fee of \$30.00.
- **Ex Parte via E-Filing -- Telephonic Appearance must be indicated in email. --** E-Filed ex parte matters must receive a "RECEIVED" acceptance by the Clerk's Office from 8:30 a.m. to 10:30 a.m. the day you plan to appear. After you have appeared telephonically, you may wish to come to the Clerk's Office to obtain copies or they will be available in Odyssey within 24 hours. If you are not appearing telephonically, the \$30 ex parte fee applies.

Skagit County Clerk's Emergency E-file  
Policy 7-16-2020

Ex Parte start time subject to Superior  
Court Administrative Order