

Skagit County Clerk's Office
Emergency Email E-file Policy/Procedures
Effective March-19, 2020
Amended 04/08/2021

PLEASE ALLOW 48 HOURS PROCESSING

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

The Skagit County Clerk's Office will temporarily accept time-sensitive filings by email **only when** the filings have a **fee requirement**. Fees must be pre-paid and the receipt included with the filing upon emailing. This policy is in effect until further notice. Also, please remember that email is not a secure form of filing.

Email filing procedure:

1. Email documents to 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 open 8:30 – 4:30 daily. General Rule 14 – Format for Pleadings and Other Papers applies.
2. Each document being submitted for filing via email must have 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. Reasons for rejection can include if documents are not received in the format above, if they are illegible, or if they are filed without a case number or with an incorrect case number. **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 completed the payment, attach a copy of that receipt to your filing. If there is not a receipt attached, your documents will be rejected.
5. Filings received after 4:30 p.m. will be filed or rejected on the next judicial day.
6. We do not accept judge's copies or proposed orders.

One case per email filing, 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 processed properly. 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. 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"> • 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 • Proof of pre-payment required to be attached in same email as documents (<i>filing fee, jury demand fee, copy requests, issuance of letters, writs, etc.</i>)
Filing NEW case	<ul style="list-style-type: none"> • 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 • Proof of pre-payment required to be attached in same email as documents (<i>filing fee, jury demand fee, copy requests, issuance of letters, writs, etc.</i>)

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 daily at 1:15 p.m. Please appear personally at the Clerk's Office before 12:00 p.m. the day you plan to appear. After you have presented your order, you may wish to come to the Clerk's Office to obtain a conformed.
- **Front 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 p.m. Please include any copies for the Clerk's Office to conform, a self-addressed stamped envelope, and the ex parte fee of \$30.00.
- **By Mail:** Please send your original documents, any copies for the Clerk's Office to conform, a self-addressed stamped envelope, and the ex parte fee of \$30.00. If the fee is not included, all documents will be mailed back to you.
- **E-Filing -- Telephonic Appearance** must be indicated in the email and must be received by 10:30 a.m. the day you plan to appear. If you do not receive an acceptance email indicating "RECEIVED," the matter may not appear on the calendar. 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 48 hours. If you are not appearing telephonically, the \$30 ex parte fee applies.