

## PROCEDURES FOR FILING BY EX-PARTE MAIL

The ex-parte presentation of documents to Superior Court Commissioners for approval, signature and subsequent filing is a convenience provided to members of the BAR and the public by the Clerk of the Superior Court in accordance with the provisions of RCW 36.18.016(12) and PCCO 2004-109. In order to facilitate the most expeditious processing of documents submitted, it is necessary that the specific procedures and requirements be complied with and met. All ex-parte documents must be addressed to:

Pierce County Clerk  
930 Tacoma Ave. S. #110  
Tacoma, WA 98402-2177

- All documents being submitted must be accompanied by a letter of instruction which clearly states the purpose of the documents and the services being requested.
- Provide originals and copies of ALL documents being sent in for signature and filing.
- Provide a self-addressed, stamped envelope large enough for your return copies to fit in.
- Provide payment in the amount of \$40.00 for each presentation, whether it is signed by the Court or not. (Pro se's payments must be submitted in the form of either a money order or cashiers' check ONLY.)
- If requesting certified copies, additional payment must be submitted; \$5.00 for the first page and \$1.00 for each additional page thereafter, per document.
- Ensure that a DOD printout is filed as a separate document with the proper coversheet (originals must be stapled as a separate document, not attached to the back of others or as attachments).
- **Additional forms required when filing a NEW case and presenting orders ex-parte:**
  - a. **Divorce Case**
    - i. Case Coversheet
    - ii. Confidential Information Sheet
    - iii. Vital statistics
  - b. **Civil Case**
    - i. Case Cover Sheet
    - ii. Request for Track Assignment (if required)

**If submitted ex-parte mail does not comply with ALL of the above requirements, it will be returned unprocessed.**