

***** Clerk's Office Alert *****

Snohomish County Clerk Ex Parte Changes

Beginning June 1, 2011 the following are required for the Clerk to present a matter to the Ex Parte Department

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- **Cover Sheets.** A Clerk's cover sheet is required and must accompany each motion/order. The Clerk's cover sheet is available online at <http://www1.co.snohomish.wa.us/Departments/Clerk/Services/forms.htm> and in paper form at the Clerk's Office.
 - **Original Order(s).** Identify an original order by marking as 'Original.' This order is required. Provide a correct signature line in the order.
 - **Supporting Document(s).** Any supporting document(s) necessary for the Court to make a decision.
 - All supporting document(s) necessary for the court to decide the issue must be provided. You must provide copies of any documents, such as Affidavits of Service, referenced in the proposed order or necessary for the court's review. Mark original documents 'Original' and any copy of a previously filed document 'Working Copy.'
 - **Return copy(ies).** If you wish the Clerk to conform and return a copy of the order to you, provide a copy of the proposed order marked as 'Return Copy.' The Clerk will conform one copy of the original order and return it only to the sender.
 - **Self-Addressed, Stamped Envelope.** If you wish the Clerk to return your receipt/copy(ies) you must provide either an envelope of sufficient size and postage for your items or a completed messenger return slip.
 - **Check or Money Order for Payment of Services.** Business checks or money orders must be made payable to 'SNOHOMISH COUNTY CLERK' for the exact amount owed. Payment is required before your order will be considered. (*Please note: Personal checks are not accepted.*)
 - **Document Order**
 - Your documents **MUST** be submitted in the following order (if you are initiating a new case, provide a copy of the Summons & Complaint/Petition)
 - Original Order
 - Original Supporting Motion
 - Original Service Documents (if applicable)
 - Original Supporting Documents
 - Copies to conform (if submitted)
 - Envelope (self-addressed and stamped)

Send ex parte mail requests to: Snohomish County Clerk's Office, 3000 Rockefeller Ave., MS 605, Everett, WA 98201

FOR MORE INFORMATION ON THIS TOPIC CONTACT: 425-388-3466 extension 2701