

**E-FAX FILING COVER SHEET**  
**FOR FILING IN THE ISLAND COUNTY SUPERIOR COURT**  
**OF THE STATE OF WASHINGTON (per GR 17)**

**ONLY FOR DOCUMENTS TO BE FILED IN THE COURT FILE - FEE REQUIRED**

DEBRA VAN PELT, ISLAND COUNTY CLERK

(360) 679-7359

**ELECTRONIC FAX FILING ADDRESS/NUMBER: 360-678-7997**

Date: \_\_\_\_\_ New Case:  Yes /  No Filing in existing Cause Number: \_\_\_\_\_  
Case Caption \_\_\_\_\_ vs \_\_\_\_\_  
Attorney Name: \_\_\_\_\_ WSBA #: \_\_\_\_\_  
Firm Name (if any): \_\_\_\_\_ Email: \_\_\_\_\_  
Pro Se Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
Address: \_\_\_\_\_

**PAYMENT: Payments must be made online before your documents will be processed.** You can make the payment at [www.islandsuperiorcourtpay.com](http://www.islandsuperiorcourtpay.com). Please indicate the case number or name on the payment.

DESCRIPTION	
ELECTRONIC FAX FILING CHARGE:	
Working Copies to Judge - \$0.25 per page	
Presentation fee - \$30.00	
Requesting Letter - \$5.00 Each	
<b>TOTAL</b>	

Please list the documents below:

DOCUMENT NAME	PAGES

Fax this coversheet with your document. Faxes are limited to **20 MegaBytes** in size. Faxes larger will not be received. If necessary, separate your filing into multiple filings; separate fees apply. Fax filing documents will be processed similar as documents over the counter, however, documents and payments must be received (completely) no later than 4:00 PM or they will be docketed the next business day. Please make sure your documents are sent in a timely manner.