Clear Form

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: 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. Please indicate the case number or name on the payment.

DESCRIPTION	
ELECTRONIC FAX FILING CHARGE:	$ 5.00
Working Copies to Judge - $0.25 per page	
Presentation fee - $30.00	
Requesting Letter - $5.00 Each	
Select One	
TOTAL	$ 5.00

Please list the documents below:

DOCUMENT NAME	PAGES
Total Pages	0

Fax this coversheet with your first document only. Fax all other documents individually in the order of your list above. 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.