

# Ex Parte

The Clerk's Office can present Ex Parte Orders for you. Ex Parte can be e filed, mailed to our office or put in our drop box.

## **E-file**

- Add your email address to the lower left-hand corner of the first page of the documents.
- Upload your motion and proposed order with Proposed Order coversheet\* as first page at the Clerk's Office e-filing: <https://clerkefile.co.thurston.wa.us/>
- Make sure pay the \$30.00 ex parte fee (a link to make payment is on the same page where you upload documents into the e-filing system)
- If State Agency upload A-19 with Proposed Order coversheet\* on it.
- Clerk will file your documents and Judicial Officer will review them.
- After Judicial Officer reviews and files decision with the Clerk, Clerk will email copies of filed documents.

## **Mail**

- Mail in original and copy to conform of each document
- Include company check, money order or cashier check for \$30.00 ex parte fee (no personal checks)
- If State Agency include A-19.
- Include self-addressed stamped envelope
- Clerk will file your documents and Judicial Officer will review them.
- After Judicial Officer reviews and files decision with the Clerk, Clerk will mail copies of filed documents.

## **Deposit in Clerk's Drop Box in Front of Building**

- Deposit into drop box the original and copy to conform of each document
- Include company check, money order or cashier check for \$30.00 ex parte fee (no personal checks)
- If State Agency include A-19.
- Include self-addressed stamped envelope
- Clerk will file your documents and Judicial Officer will review them.
- After Judicial Officer reviews and files decision with the Clerk, Clerk will mail copies of filed documents.

**\*Note: Proposed Order Coversheet can be found under forms/packets**

<https://www.thurstoncountywa.gov/clerk/clerkformsdocuments/Cover%20Sheet%20Proposed%20Orders.pdf>