

EMAIL FILING COVER SHEET

This service is only for filing documents in a Whitman County Superior Court case file.

Use a separate cover sheet for each document to be filed.

A receipt for online payment of fees must be included with the emailed documents.

Email filing is available 24 hours per day, 7 days per week. Documents received after 5:00 p.m., will be date stamped for the following business day

Restrictions: No documents requiring judge's signature. No documents requiring filing fees. These include, but are not limited to, original petitions or complaints, jury demands, writs, and petitions to modify child support.

Fax/Email Transmittal Fee: The fee, per document, is \$5.00 for the first page and \$1.00 for each additional page. No charge for this Fax/Email Cover Sheet. . **Only documents that have a deadline and need to be filed by today's date may be filed via email.** All other documents need to be sent by US MAIL, FEDEX or UPS.

Email Filing Procedure: Complete this Email Filing Cover Sheet for each document. The Cover Sheet must precede each document transmitted. Email to: clerk@co.whitman.wa.us.

Payment Procedure: Pay the fee at <http://www.whitmancounty.org/pdf.aspx?pdfid=668> Use Whitman County Clerk's Reference Number "fax XX-X-XXXXX-XX" with the "X"s being your case number. You will receive an emailed receipt, which must accompany your emailed documents.

This form must be completed or your document cannot be accepted.

For Filing in Cause Number: _____

Case Caption: _____

Document Title: _____

Number of Pages in Document: _____

Name: _____ Date: _____

Firm: _____

Address: _____ City, State, Zip _____

Voice Number: _____ Fax Number: _____

Comments: