

## 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

**Email Filing 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](mailto: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-XXXXXX-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:**