

TO ELECTRONICALLY SUBMIT EX-PARTE ORDER(S) FOR PRESENTATION

- 1) [Make an online payment](#) of \$30 per order using the case number as the Clerk's Reference Number.
- 2) Email a PDF of the order(s) plus the payment receipt to Clerk@whitmancounty.net. You will receive a return email with the signed order(s) attached.

TO E-FILE DOCUMENTS WITH WHITMAN COUNTY SUPERIOR COURT:

- 1) PREPARE THE DOCUMENTS
- 2) MAKE AN ONLINE PAYMENT FOR CONFORMED COPIES (IF NEEDED) AND FOR ANY REQUIRED FILING FEES
- 3) ELECTRONICALLY FILE THE DOCUMENTS
- 4) WAIT TO RECEIVE AN EMAILED ACKNOWLEDGMENT THAT THE DOCUMENTS HAVE BEEN FILED

1. PREPARE THE DOCUMENTS

- Signatures must comply with Washington state's [General Rule 30\(d\)\(2\)](#)
- Each document to be filed must be saved in a separate PDF, ready to upload. The clerk cannot modify the PDF
- The name you choose for the PDF does not matter.

2. MAKE AN ONLINE PAYMENT FOR CONFORMED COPIES (IF NEEDED) AND FOR ANY REQUIRED FILING FEES

- If you need conformed copies by email, make an [make an online payment](#) for .25 / page using the case number as the Clerk's Reference Number
- If this is a new case, [make an online payment](#) for the [required filing fee](#) using NEW CASE as the Clerk's Reference Number
- Upload the receipt(s) along with your documents

3. ELECTRONICALLY FILE THE DOCUMENTS

- Go to <https://lf.whitmancountyclerkefile.net/>
- **Register**, or **Log In** with an existing account previously created

Fill in the highlighted sections below:

To: whitmancountyclerkefile@whitmancounty.net

Subject: Case (*the case number on the documents*)

Attached files: You may drag and drop into the box, or use the **+Add Files** icon

Click **Send** on bottom left

Message

To whitmancountyclerkefile@whitmancounty.net

add cc add bcc

Subject Case 21-1-00136-38

Message

Attached files

Drop Files Here

0 files (0 Bytes)

+ Add Files

Limitations

Max size: 1000 MB (Limit per message)

[Blocked Extensions](#)

Authentication Required Authentication Not Required

Do you require recipients to authenticate to access this message or not?

Access Restriction Who can access this message?

Recipients Only Recipients + Locals Recipients + Domains Anyone (Secret Link)

- Only Specified Recipients can access the message and download the files.
- Forwarding of the email or URL is not allowed to anyone.
- Recipients will be required to login to access the message and download files.
- A download receipt will be sent when each user downloads each file with detailed download information.

Message Expires 07/30/2021

Message Expires After

Downloads per Recipient

Recipient Can Reply

Send a copy to myself

Private Message

Send

4. WAIT TO RECEIVE AN EMAILED ACKNOWLEDGMENT THAT THE DOCUMENTS HAVE BEEN FILED

- Documents sent and received by 5 pm on a weekday will be File Stamped on the date received. Documents received after 5 pm will be File Stamped on the next weekday date.
- You may retrieve copies thru Odyssey Portal if you have a subscription. If you included a receipt for emailed copies, they will be returned to you via reply email.