

FAX COVER SHEET
SAN JUAN COUNTY CLERK'S OFFICE

Address: 350 Court St. #7
Friday Harbor, Washington 98250

Fax No. 360 378 3967

Phone 360 378 2163

This form pertains only to documents for filing in San Juan County Court files. **A FEE of \$5.00 for the first page and \$1.00 for each additional is required. Authority: RCW 36.18.016(18); Local Court Rule 78.**

Complete the following:

Cause Number: _____
Case Caption: _____ vs _____
Firm Name: _____
Fax No: _____ Contact Person: _____
Mailing Address: _____
City/State/Zip: _____
Phone No: _____ FAX No. _____

PAGE LIMIT: To send single transmissions exceeding 20 pages during regular business hours (8:00 am to 5:00 pm Monday through Friday) you must have permission from the clerk's office. Please call in advance. We do not count the Fax Cover sheet towards this limit. Fax filing is available 24 hours a day, 7 days a week.

I phoned San Juan County for approval to send a fax exceeding 20 pages.

FAX FEE: pay your fax fee by sending a check or money order.

Documents requiring filing fees MAY NOT be faxed. Some of these are: petitions/complaints/writs/appeals. Ex-parte matters may be faxed as long as the presentation fee is sent along with the fax filing fee. The presentation fee is \$30.00.

FAX FEE PAYMENT NOTICE: TODAY, I am mailing my payment for a total of \$_____, payable to San Juan County Clerk, 350 Court St. #7, Friday Harbor, WA 98250.

A PHOTOCOPY OF THE COVER SHEET MUST ACCOMPANY THE MAILED FEE SO THAT WE MAY CREDIT YOU CORRECTLY.

Signature _____ Date _____