

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

*******CHANGES EFFECTIVE IMMEDIATELY*******

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 **10 pages** business hours 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. Transmissions received after 5:00 pm will be filed on the next business day.

/ / I phoned San Juan County Clerk for approval to send a fax per GR 17 (b)(1)
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** _____