

**SAN JUAN COUNTY CLERK/SUPERIOR COURT
FAX FILING INSTRUCTIONS**

Documents may be filed by fax with San Juan County Clerk in accordance with GR 17 and RCW 26.18.016(18).

A fax copy shall constitute an original for all court purposes. Do not mail original document.

APPROVAL FOR FAXING:

Documents that require a filing fee will not be accepted by fax.
Prior telephone approval must be obtained before faxing documents over 20 pages in size.
Transmissions received after 5:00 pm will be filed on the next business day.
Documents are considered fully transmitted when the final page is received.
Judge's working copies must be faxed to the attention of the Court Administrator at the same fax number: 360 378 3967.

SPECIFICATIONS:

All papers transmitted by fax shall be 8.5" x 11" in size. The margins will be as prescribed for legal documents.
Each DOCUMENT must bear the following notation at the bottom of the first page "sent on (date)_____ via fax for filing in San Juan County Superior Court.

COVER SHEET:

A cover sheet (see copy) must accompany the documents faxed with the Fax Fee Certification completed and filed.

PAYMENT OF FEES.

Fees are **\$5.00** for the first page plus **\$1.00** for each additional page. There is no charge for the cover sheet. Fees are to be mailed with 24 hours or the next business day.

FAILURE TO PAY FOR ANY FAX TRANSMISSION WILL RESULT IN REVOCATION OF YOUR FAXING PRIVILEGES WITH THIS OFFICE.

Additional information concerning fax transmission may be obtained by calling this office at 360 378 2163, San Juan County Clerk.

IF YOU AGREE WITH THE ABOVE TERMS, PLEASE SIGN. DATE AND REFAX THIS SHEET. Please include the attorney's bar number.

Attorney Name (print)

Bar No.

Attorney Signature

Date

Firm Name: _____

Mailing Address: _____

Submitted by: _____