

**Temporary Changes
to San Juan County Clerk's Operations
Last Updated September 28, 2020**

Office Hours: 8:00 am to 5:00 pm. We are closed for lunch from 12:00 to 1:00 pm.

In person transactions: Please sanitize your hands before entering the office. Enter one person at a time and maintain 6 feet distance between yourself and Clerk staff. Hand sanitizer is available at our front counter for your use. **MASKS ARE REQUIRED**

Courtroom: Please see Superior Court COVID-19 Emergency Orders here:
<https://www.sanjuanco.com/185/Superior-Court>.

Many hearings are still occurring by telephone – please contact the Court Administrator at 360-370-7480 with any questions about your hearing.

A clerk will be present at hearings – both in-person and telephonic - to record the proceedings and process orders. Please help us protect the clerk's health by remaining a distance of at least 6 feet from the desk area. Copies of orders processed will be emailed to parties only upon request. Normal email and copy fees apply.

Filing: Efiling is temporarily available directly to the Clerk's Office due to suspension of GR30 (d)(a)(A)-(C) by COVID-19 Emergency Court Orders.

Mail, email and fax filing is highly encouraged at this time and are required for members of the Bar when feasible. Fees assessed for opening new cases that are electronically filed should be paid online or may be paid via check or money order. **New cases are not filed until payment has been confirmed. Filing exceeding 20mb may NOT be efiled. See our Temporary E-Filing process here:** <https://www.sanjuanco.com/184/County-Clerk>

If your filing exceeds 20mb, including any attached exhibits, please file in person, by mail or use the Clerk's Drop Box.

Email filings to: EfileSJCClerk@sanjuanco.com A reply email will be sent to confirm acceptability and receipt of your filing. Efiled documents **must be received by 4pm** to be filed stamped the same day. **Efiling received after 4 pm** will be processed the next court day. Filings over 20MB will not be delivered by our email server and must be filed via dropbox, mail, or in-person. There is no fee for e-filing at this time.

Important: Your document(s) are not considered filed until a confirmation of your filing has been sent. If you have not received a reply by 4:30 pm the day of your filing, please call the Clerk's Office at 360-378-2163.

Fax filings to: 360-378-3967 Normal Fax Filing fees apply. Filings over 20 pages will not be accepted.

DO NOT FOLLOW UP FAX OR EMAILED DOCUMENTS WITH HARDCOPIES

Some documents are not appropriate for efileing or fax filing such as Original Wills. The Clerk's Office will continue to accept these documents via regular mail or in our Drop Box. Mail filing is preferable.

Ex-Parte Orders: Ex Parte Orders can be mailed, emailed or faxed. Copies of signed orders will be returned via email. *Orders more than 20 pages must mailed or left in the Clerk's Drop Box. Please see updated Ex Parte information [here](#).*

Payments: Pay electronically through [Official Payments.com](https://www.courts.wa.gov/forms/). Please be aware that a convenience fee will be added by this 3rd Party processor.

We are accepting in person payments at the Counter. **Masks are required to enter our office.** Check and Money Order payments may be mailed or left in the Clerk's drop box outside the office door. **DO NOT LEAVE CASH IN OUR DROP BOXES.**

Protection Orders: Parties seeking a protection order of any kind should first call SAFESanJuans at 360-378-8680 for assistance. Documents and instructions are also available online at <https://www.courts.wa.gov/forms/> and WashingtonLawHelp.org. If you are unable to use these resources, PLEASE CALL the Clerk's Office at 360-378-2163 and we will do our best to assist you. Please keep in mind that Clerk's Office staff cannot offer legal advice.

Court Facilitator: Appointments are made directly through the Court Facilitator at 360-370-7446. Please be prepared to provide a valid phone number and email address for exchange of documents.

Limited Notary Service is Available – Please call to confirm availability of a Notary. 360-378-2163

Passports: Applications are accepted by Appointment, Tuesday, Wednesday and Thursday. Applications for both renewal and first-time application are located outside our office door and online. Current Processing times are 10-12 weeks, and expedited service is 4-6 weeks. If you have an emergency travel need, please contact the National Passport Information Center at 1-877-487-2778 for an appointment. More information and application downloads are available at www.travel.state.gov.

Thank you for your patience and understanding as we Stay Strong Together during this unprecedented public health emergency. If you have any questions, concerns, suggestions or feedback please call me at (360)378-2163 or email LisaH@sanjuan.co. I want to hear from you!

*Lisa Henderson
San Juan County Clerk
Clerk of the Superior Court*