

# Ex Parte Process

## (1) Ex Parte via E-Filing:

- Ex parte matters should be sent to the Clerk's e-filing email address, [EfileSJCCLerk@sanjuanco.com](mailto:EfileSJCCLerk@sanjuanco.com) which must be acknowledged via reply email from the Clerk's Office.
- Ex Parte presentations by an attorney or self-represented party will be considered on Fridays at 10:30 am at the beginning of the Civil Law and Motion Calendar **by telephone** by calling 360-726-3293, Conference ID 106 642 703# or via Teams using Video Conference ID 112 762 723 5. Documents for Ex Parte consideration **on the Civil Law and Motion Calendar** must be acknowledged by 9:00 am to be considered. You must indicate in the email that you intend to present your matter telephonically on the Civil Law and Motion Calendar. If you are not in attendance when your Ex Parte matter is called, your order will not be entered, and your submission will be discarded. After you have appeared via Teams or telephonically, you may wish to come to the Clerk's Office to obtain copies or documents will be available in the Odyssey Portal within 24 hours. Normal copy fees apply.
- **If counsel or a self-represented party presents their ex parte request on the Civil Law and Motion Calendar by video or telephone, no ex parte fee will be assessed.**
- If you wish to have an ex parte matter considered without an appearance on the Civil Law and Motion Calendar, you still may submit the request by e-filing, but you also must pay the \$30 ex parte fee. Your request will be addressed by the Court within two business days of receipt by the Clerk's Office and confirmation of payment of the ex parte fee. Fees may be paid via credit card at <https://client.pointandpay.net/web/sanjuancountyclerkwa> for a small transaction fee.

**(2) Front Counter/Chambers Personal Appearance:** At this time the Court is accepting in-person ex parte presentations which must be arranged with court administration. Please call 360-378-2399 to schedule your presentation no less than one hour in advance of your requested time.

**(3) Ex Parte by Mail:** Please send your original documents, at least one set of copies for the Clerk's Office to conform, a self-addressed stamped envelope, and the ex parte fee of \$30.00. If the fee is not included, all documents will be mailed back to you.

**(4) Ex Parte at Counter Not Requiring Personal Appearance:** You may leave documents with counter staff if you are unable to attend the Civil Law and Motion Calendar at 10:30 am on Fridays. Please include any copies for the Clerk's Office to conform, a self-addressed stamped envelope, and the ex parte fee of \$30.00.