

**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. \*For Judge's Working Copies, please contact the Court Administrator.

**APPROVAL FOR FAXING:**

Documents that do not require a filing fee.

Documents that require a filing fee will not be accepted by fax.

**Documents over 10 pages in length may not be filed by fax without prior approval of the Clerk.**

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.

**\*For Judge's working Copies, please contact the  
Court Administrator at 360 370 7480**

**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: \_\_\_\_\_