TO ELECTRONICALLY SUBMIT EX-PARTE ORDER(S) FOR PRESENTATION

- 1) Make an online payment of \$30 per case using the case number as the Clerk's Reference Number.
- 2) Email a PDF of the order(s) plus the payment receipt to Clerk@whitmancounty.net. You will receive a return email with the signed order(s) attached.

TO E-FILE DOCUMENTS WITH WHITMAN COUNTY SUPERIOR COURT:

- 1) PREPARE THE DOCUMENTS
- 2) MAKE AN ONLINE PAYMENT FOR CONFORMED COPIES (IF NEEDED) AND FOR ANY REQUIRED FILING FEES
- 3) ELECTRONICALLY FILE THE DOCUMENTS
- 4) WAIT TO RECEIVE AN EMAILED ACKNOWLEDGMENT THAT THE DOCUMENTS HAVE BEEN FILED

1. PREPARE THE DOCUMENTS

- Signatures must comply with Washington state's General Rule 30(d)(2)
- Each document to be filed must be saved in a separate PDF, ready to upload. The clerk cannot modify the PDF
- The name you choose for the PDF does not matter.

2. MAKE AN ONLINE PAYMENT FOR CONFORMED COPIES (IF NEEDED) AND FOR ANY REQUIRED FILING FEES

- If you need conformed copies by email, make an <u>make an online payment</u> for .25 / page using the case number as the Clerk's Reference Number
- If this is a new case, <u>make an online payment</u> for the <u>required filing fee</u> using NEW CASE as the Clerk's Reference Number
- Upload the receipt(s) along with your documents

3. **ELECTRONICALLY FILE THE DOCUMENTS**

- Go to https://lf.whitmancountyclerkefile.net/
- Register, or Log In with an existing account previously created

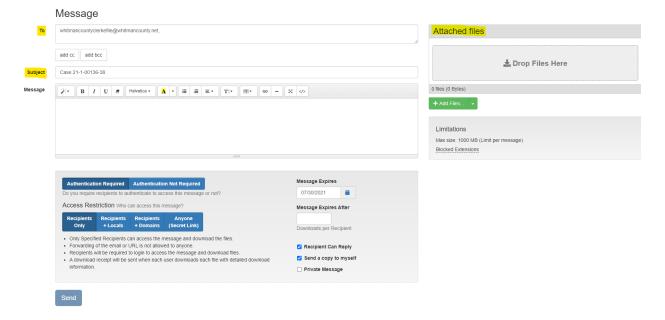
Fill in the highlighted sections below:

To: whitmancountyclerkefile@whitmancounty.net

Subject: Case (the case number on the documents)

Attached files: You may drag and drop into the box, or use the +Add Files icon

Click Send on bottom left



4. WAIT TO RECEIVE AN EMAILED ACKNOWLEDGMENT THAT THE DOCUMENTS HAVE BEEN FILED

- Documents sent and received by 5 pm on a weekday will be File Stamped on the date received.
 Documents received after 5 pm will be File Stamped on the next weekday date.
- You may retrieve copies thru Odyssey Portal if you have a subscription. If you included a receipt for emailed copies, they will be returned to you via reply email.