

## E-filing Coversheet

### Okanogan County Superior Court Clerk's Office

**PAYMENT:** Payments must be made online before your documents will be processed. You can make the payment at [Okanogan County, WA](#). Please indicate the case number or name on the payment.

Date: \_\_\_\_\_

New Case:      Yes      No

Filing in Existing Case #: \_\_\_\_\_

Case Caption: \_\_\_\_\_ vs. \_\_\_\_\_

Attorney Name: \_\_\_\_\_ WSBA#: \_\_\_\_\_

Individual Filing (If not attorney): \_\_\_\_\_

Email address: \_\_\_\_\_

Billing address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

*Note: New case filings must include a fully filled out Case Information Coversheet -see pattern forms at: [Washington State Courts - Court Forms - List of All Forms](#)*

Description	Fee Amount
E-filing Fee (insert \$5 fee per <i>case</i> being filed)	_____
New Filing Fee (insert fee based upon fee chart <a href="#">Okanogan County, WA</a> )	_____
Ex Parte Fee (insert fee of \$30.00 if requesting this service)	_____
Requesting Letters of Administration, Guardianship or Testamentary for pickup at Clerk's Office window (insert fee of \$5.00 per letter)	_____
Email conformed copies .25¢ per page                      X    #                      =	_____

**TOTAL**

**Please List the Documents E-filed Below**

Document Title	# Pages
<b>Total Pages</b>	

Please include this coversheet with your e-submission. A separate e-filing fee is charged per case. Documents will be processed as received. However, please note that documents and payment must be received by 4:00 pm or they will be stamped the following Judicial day.

**Please contact the Clerk’s Office directly at (509) 422-7275 regarding any questions.**

*Thank you!*