

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, black and white format only, 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 [make an online payment](#) for .25 / page using the case number as the Clerk's Reference Number
- If this is a new case, [make an online payment](#) for the [required filing fee](#) 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

Message

To whitmancountyclerkefile@whitmancounty.net

add cc add bcc

Subject Case 21-1-00136-38

Message

Attached files

Drop Files Here

0 files (0 Bytes)

+ Add Files

Limitations

Max size: 1000 MB (Limit per message)

Blocked Extensions

Authentication Required Authentication Not Required

Do you require recipients to authenticate to access this message or not?

Access Restriction Who can access this message?

Recipients Only Recipients + Locals Recipients + Domains Anyone (Secret Link)

- Only Specified Recipients can access the message and download the files.
- Forwarding of the email or URL is not allowed to anyone.
- Recipients will be required to login to access the message and download files.
- A download receipt will be sent when each user downloads each file with detailed download information.

Message Expires 07/30/2021

Message Expires After

Downloads per Recipient

Recipient Can Reply

Send a copy to myself

Private Message

Send

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.