

Superior Court

Notice to the Bar and Public

March 31, 2020

ATTENTION Law Offices Personnel: Please assure **ALL** staff, attorneys and, non-attorneys are aware of the contents of this notice.

CLERK'S OFFICE TO ACCEPT DOCUMENTS BY EMAIL

Due to the reduction in the hours we are open the public because of COVID-19, effective Wednesday, April 1, 2020 the Whatcom County Clerk's Office will temporarily accept filings by email from attorneys and other government agencies. We **WILL NOT** accept email documents from pro se litigants. The Clerk's Office (including the satellite office in Juvenile Court Administration) remains open 9a.m. to 11 a.m. Monday-Friday to accept in person filings.

Please see the requirements below. Documents deviating from this format **WILL NOT** be accepted.

- Filings are accepted between 8:30-4:30 Monday-Friday.
- Filings must be in **EXISTING** case. **NO NEW CASES** will be opened via email.
- Email must be directly from attorney, legal assistant, or government agency using business related email address.
- Emailed documents must bear the signature of legal counsel or government official.
- Emailed document must state the name of the document, and associated case number.
- Filings must be in PDF format.
- Individual Documents must be attached separately to the email
- Email Subject line must have legal case number.

Case Type 1 emails should be sent to: Skiele@co.whatcom.wa.us, Ybrunner@co.whatcom.wa.us, and SMcintyre@co.whatcom.wa.us

Case Types 2, 3, 4, and 5 should be sent to: SuperiorCourt@co.whatcom.wa.us

Case Type 6 should be sent to: SKiele@co.whatcom.wa.us and CLong@co.whatcom.wa.us

Case Types 7 and 8 should be sent to: JuvenileCourt@co.whatcom.wa.us