

# Superior Court

*Notice to the Bar and Public*

March 31, 2020

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

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## **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](mailto:Skiele@co.whatcom.wa.us), [Ybrunner@co.whatcom.wa.us](mailto:Ybrunner@co.whatcom.wa.us), and [SMcintyre@co.whatcom.wa.us](mailto:SMcintyre@co.whatcom.wa.us)

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

Case Type 6 should be sent to: [SKiele@co.whatcom.wa.us](mailto:SKiele@co.whatcom.wa.us) and [CLong@co.whatcom.wa.us](mailto:CLong@co.whatcom.wa.us)

Case Types 7 and 8 should be sent to: [JuvenileCourt@co.whatcom.wa.us](mailto:JuvenileCourt@co.whatcom.wa.us)