

***Immediate Temporary Changes  
to San Juan County Clerk's Operations  
Last Updated March 26, 2020***

**Office Hours:** Limited Staff continues to be present and working from 8:00 am to 5:00 pm. We are closing for lunch from 12:00 to 1:00 pm due to our limited staffing. **In person transactions are discouraged.** Please come into the office ONLY if you have an **essential need** and are unable to access our services through phone, email, fax, or utilizing our drop box. Enter one person at a time and maintain 6 feet distance between yourself and Clerk staff. Hand sanitizer is available at our front counter for your use.

**Courtroom:** Please see Superior Court COVID-19 Emergency Orders here: <https://www.sanjuanco.com/185/Superior-Court>.

The vast majority of hearings must now occur by telephone – please contact the Court Administrator at 360-370-7480 with any questions about your hearing.

A clerk will be present at hearings – both in-person and telephonic - to record the proceedings and process orders. Please help us protect the clerk's health by remaining a distance of at least 6 feet from the desk area. Copies of orders processed will be emailed to parties upon request if not accessible via an Odyssey subscription.

**Filing:** Fax filing fees have been suspended. Efiling is temporarily available directly to the Clerk's Office due to suspension of GR30 (d)(a)(A)-(C) by COVID-19 Emergency Court Orders.

Mail, email and fax filing is highly encouraged at this time, and is required for members of the Bar. Fees assessed for opening new cases that are electronically filed should be paid online or may be paid via check or money order. **New cases are not filed until payment has been confirmed. Documents exceeding 20 pages may NOT be efiled or fax filed. If your filing exceeds 20 pages, including any attached exhibits, please mail or use the Clerk's Drop Box.**

Email filings to: [EfileSJCClerk@sanjuanco.com](mailto:EfileSJCClerk@sanjuanco.com) A reply email will be sent to confirm acceptability and receipt of your filing. Efiled documents **must be received by 4pm** to be filed stamped the same day. **Efiling received after 4 pm** will be processed the next court day. Filings over 20 pages will not be accepted.

**Important:** Your document(s) are not considered filed until a confirmation of your filing has been sent. If you have not received a reply by 4:30 pm the day of your filing, please call the Clerk's Office at 360-378-2163.

Fax filings to: 360-378-3967 using our usual Fax Filing Coversheet available on the Clerk's Website. *Fax Filing Fees are waived at this time.* Filings over 20 pages will not be accepted.

**DO NOT FOLLOW UP FAX OR EMAILED DOCUMENTS WITH HARDCOPIES**

**Some documents are not appropriate for e-filing or fax filing such as Original Wills. The Clerk's Office will continue to accept these documents via regular mail or in our Drop Box. Mail filing is preferable.**

**Ex-Parte Orders:** Ex Parte Orders can be mailed, emailed or faxed. Copies of signed orders will be returned via email. *Fees for ex-parte orders are suspended. Orders more than 20 pages must mailed or left in the Clerk's Drop Box.*

**Payments:** Pay electronically through Official Payments.com. Please be aware that a convenience fee will be added by this 3<sup>rd</sup> Party processor.

Check or Money Order payments may be mailed or left in the Clerk's drop box outside the office door. Cash payments are discouraged, and will only be accepted in exact amounts.

**Protection Orders:** Parties seeking a protection order of any kind should first call SAFESanJuans at 360-378-8680 for assistance. Documents and instructions are also available online at <https://www.courts.wa.gov/forms/> and [WashingtonLawHelp.org](http://WashingtonLawHelp.org). If you are unable to use these resources, PLEASE CALL the Clerk's Office at 360-378-2163 and we do our best to assist you. Please keep in mind that Clerk's Office staff cannot offer legal advice.

**Court Facilitator:** Only telephonic appointments are available at this time. Appointments are made through the Clerk's Office at 360-378-2163. Please be prepared to provide a valid phone number and email address for exchange of documents.

**No Notary Service is available in the Clerk's Office**

**Passports: NO Passports Applications are being accepted at our office. There are Applications for both renewal and first time application outside our office door and online.** If you have an immediate travel need, or questions, please contact the National Passport Information Center at 1-877-487-2778 for an appointment. More information is available at [www.travel.state.gov](http://www.travel.state.gov)

*Thank you for your patience and understanding as we all Stay Strong Together during this unprecedented public health emergency. If you have any questions, concerns, suggestions or feedback please call me at (360)378-2163 or email LisaH@sanjuan.co.com. I want to hear from you!*

*Lisa Henderson  
San Juan County Clerk  
Clerk of the Superior Court*