

EXPARTE VIA THE CLERK COVER SHEET

Name/Law Firm _____

Case Caption _____ Case # _____

Contact Person _____ Contact # _____ Ext. _____

Is there a hearing or trial scheduled before an assigned judge in the next two weeks Yes No
(Not including any hearing being scheduled by this proposed order)

Service Requested

Regular -\$30 for up to 5 orders per cause number (or see attached copy of approved fee waiver)

Expedited- additional \$30 per cause number

Return via:

Pre- paid envelope Messenger For pick-up notification call (____) _____

Clerk provide Postage (\$3) Clerk Provide Envelope/Handling (\$7)

Email _____ (Please print clear and legibly)

Additional Service(s) (exclusive of the one conformed copy) :

_____ Regular copies of _____
(document name)

_____ Certified copies of _____
(document name)

Total # of pages _____
(.50 per page)

Total # of pages _____
(\$5 for the first page of each document \$1 for each additional page)

Letters # _____ and/or Form K # _____ etc.
(\$5 each) (*Unable to provide FORM K via email*)

Writs, Subpoenas, Citations etc. # _____
(\$20 for original & one conformed copy; \$2 for each additional) (*Unable to provide via email*)

Other (*please describe*) _____ # _____

For Clerks' Use Only

Amt. Received _____

Out Processed by: _____

Date: _____ Mail _____ Messenger _____
Email _____ Time _____

Fee waiver

Pick-Up Notification:

Rcpt# _____

1st Attempt

Date: _____ Time: _____

Person notified _____ or VM

Prepared by: _____

Pick-up by: _____

Date: _____