

# Ex Parte via the Clerk Coversheet

Name/Law Firm \_\_\_\_\_

Case Caption \_\_\_\_\_ Case # \_\_\_\_\_

In Estate cases, check  if will has already been filed

Contact Person \_\_\_\_\_ Contact # \_\_\_\_\_ Ext. \_\_\_\_\_

## Service Requested

Up to 5 orders per cause number

Regular -\$30 (or see attached copy of approved fee waiver)  
 Expedited- \$70 per cause number

## Return via:

Pre- paid envelope       Messenger  
(Messenger Slip needed)       Pick-Up Call (\_\_\_\_) \_\_\_\_\_

## Clerk Provided Mailing Options:

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

Clerk provide Postage and Envelope/Handling (\$10)

NO NOTIFICATION REQUIRED WILL OBTAIN COPY FROM RECORDS PORTAL

## Additional Service(s) outside of the copy of your signed order:

#\_\_\_\_ Regular copies of (document name)       #\_\_\_\_ Certified copies of (document name)\_\_\_\_\_

Total # of pages \_\_\_\_\_  
(.50 per page)

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

Letters #\_\_\_\_ and/or Form K #\_\_\_\_ etc.       Writs, Subpoenas, Citations etc. #\_\_\_\_  
(\$5 each)      (\$20 for original & one conformed copy; \$2 for each additional)

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## For Clerks' Use Only

Amt. Received \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Mail  Messenger

Fee waiver

## Pick-Up Notification:

Rcpt# \_\_\_\_\_ 1st Attempt Date & Time: \_\_\_\_\_ Person notified or VM

Prepared by: \_\_\_\_\_ 2<sup>nd</sup> Attempt Date & Time: \_\_\_\_\_ Person notified or VM

Pick-up by: \_\_\_\_\_ Date: \_\_\_\_\_