

# 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

☐ Pick-Up Call (\_\_\_\_) \_\_\_\_\_

(Messenger Slip needed)

## 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.  
(\$5 each)

☐ Writs, Subpoenas, Citations etc. # \_\_\_\_\_  
(\$20 for original & one conformed copy; \$2 for each additional)

## 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: \_\_\_\_\_