

Ex Parte Via the Clerk Coversheet

Case Caption _____ Case # _____

Contact Person _____ Contact # _____ Ext _____

Service Requested – Up to 5 Orders per cause number

- ☐ Regular – (\$30)
- ☐ Expedited – (\$70)
- ☐ Fee Waiver Request Attached
- ☐ Fee Waiver Case

Return Via:

- ☐ NO NOTIFICATION REQUIRED WILL OBTAIN COPY FROM RECORDS PORTAL
- ☐ Pick-Up Call (_____) _____
- ☐ Pre-paid envelope
- ☐ Messenger (Messenger Slip Required)

Clerk Provided Mailing Options:

- ☐ Clerk Provided Postage and Envelope/Handling – (\$5)

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

- ☐ Estate Letters _____ and/or Form K _____ etc. - (\$5 each)
- ☐ Guardianship/Conservatorship Letters _____ (\$5 each)
- ☐ # _____ Regular copies of _____ (document name)
Total # of pages _____ - (.50 per page)
- ☐ # _____ Certified copies of _____ (document name)
Total # of pages _____ - (\$5 for the first page \$1 for each additional page per document)
- ☐ Writs, Subpoenas, Citations etc. # _____ - (\$20 for original & one conformed copy, \$2 for each additional copy)

Clerks' Use Only

Receipt # _____ Completed by: _____ Date: _____

Customer Notified 1st attempt: Date/Time _____ VM left: ☐ Yes ☐ No

Customer Notified 2nd attempt: Date/Time _____ VM left: ☐ Yes ☐ No

Pick Up Date _____ Signature _____