

# 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 (\_\_\_\_) \_\_\_\_\_  
Must provide a copy of order to conform or pay  
for a copy.

Clerk provide Postage (\$3)

Clerk Provide Envelope/Handling (\$7)

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

Person notified \_\_\_\_\_  
or VM

Prepared by: \_\_\_\_\_

2<sup>nd</sup> Attempt Date: \_\_\_\_\_

Person notified \_\_\_\_\_  
or VM

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