

# EXPARTE VIA THE CLERK COVER SHEET

Name \_\_\_\_\_ Contact # \_\_\_\_\_ Ext. \_\_\_\_\_

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

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

### Service Requested

Regular - \$30 (or approved clerk's fee waiver) for up to 5 orders per cause number

Expedited - Additional \$40 per submission

### Return via:

Mail (Pre-paid envelope)  Messenger  Pick-up (for notification call) \_\_\_\_\_

Clerk provide postage (\$3)  Clerk provide envelope and handling (\$7)

Email: \_\_\_\_\_ (Print clear and legibly)

### Additional Service(s) Requested:

# \_\_\_\_\_ 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 # \_\_\_\_\_  
(\$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*) \_\_\_\_\_ # \_\_\_\_\_

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### For Clerks' Use Only

Amt. Received \_\_\_\_\_

Out Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Mail \_\_\_\_\_ Messenger \_\_\_\_\_  
Email \_\_\_\_\_ Time \_\_\_\_\_

Fee waiver

### Pick-Up Notification:

Rept# \_\_\_\_\_

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

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

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