

# Superior Court

## *Notice to the Bar and Public*

May 29, 2020

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**ATTENTION Law Offices Personnel:** Please assure **ALL** staff, attorneys and, non-attorneys are aware of the contents of this notice.

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### **CLERK'S OFFICE TO RESUME HOURS**

Effective Monday June 1, 2020 the Whatcom County Clerk's Office (including Satellite office in Juvenile Administration) will resume our full operating hours of 8:30 a.m. to 4:30 p.m. A face mask is required in the Courthouse and social distancing standards in place. In addition, we **WILL** continue to accept filings by email from attorneys and other government agencies. However, We **WILL NOT** accept email documents from pro se litigants.

Please see the electronic filing requirements below. Documents deviating from this format **WILL NOT** be accepted.

- Filings are accepted between 8:30-4:30 Monday-Friday.
- Filings must be in **EXISTING** case. **NO NEW CASES** will be opened via email.
- Email must be directly from attorney, legal assistant, or government agency using business related email address.
- Emailed documents must bear the signature of legal counsel or government official.
- Emailed document must state the name of the document, and associated case number.
- Filings must be in PDF format.
- Individual Documents must be attached separately to the email
- Email Subject line must have legal case number.

Case Type 1 (criminal) emails should be sent to: [Skiele@co.whatcom.wa.us](mailto:Skiele@co.whatcom.wa.us), [Ybrunner@co.whatcom.wa.us](mailto:Ybrunner@co.whatcom.wa.us), and [SMcintyre@co.whatcom.wa.us](mailto:SMcintyre@co.whatcom.wa.us)

Case Types 2 (Civil), 3(Domestic), 4( Probate/Guardianship) , and 5 (Paternity) should be sent to: [SuperiorCourt@co.whatcom.wa.us](mailto:SuperiorCourt@co.whatcom.wa.us)

Case Type 6 (Mental) should be sent to: [SKiele@co.whatcom.wa.us](mailto:SKiele@co.whatcom.wa.us) and [CLong@co.whatcom.wa.us](mailto:CLong@co.whatcom.wa.us)

Case Types 7 (Juvenile Dependency/At Risk Youth, CHINS, Truancy) and 8 (Juvenile Offender) should be sent to: [JuvenileCourt@co.whatcom.wa.us](mailto:JuvenileCourt@co.whatcom.wa.us)