

# Electronic Filing

## Electronic FILING (E-Filing)

Electronic Filings are accepted at the Pend Oreille County Clerk's Office. An electronic filed copy shall constitute an original for all court purposes.

Documents being electronically filed must:

- be prepaid (\$5.00 for the first page and \$1.00 for each page thereafter.)(Payment link below)
- be in PDF format, 8.5x11 inches, Portrait orientation, not contain embedded videos.
- have the original copy retained by the party for 60 days after completion of the case. (GR 17)
- Original wills and negotiable instruments may not be filed by e-filing transmission.

Documents requiring filing fees may be eFiled. These include, but are not limited to, original petitions or complaints, jury demands, writs, notices of appeal and petitions to modify child support. Payment must be made prior to eFiling.

A free BOX account is required to eFile. To begin the e-Filing process, Click the link below, log in with your Box account, (if you don't have one click on the "Sign Up" button at the top right corner of the BOX Login page and select "Individuals and Teams", then "Individual" (Free), "Sign Up" or "Sign up with Google").

### [E-Filing Link](#)

- After you complete your eFiling submission you will receive an email confirming that we received your document.

## E-Submission of Protection Orders

Protection Orders can be electronically filed to the Pend Oreille County Clerk's Office. An electronic filed copy shall constitute an original for all court purposes. There is no charge to e-submit a protection order to the courts.

Documents being electronically filed must:

- be completed actual court forms
- be in PDF format, 8.5 x 11 inches, portrait orientation
- not contain embedded videos

To submit Protection Order packets, click on the [Protection Order Link](#). This will open a form with the following form fields: Name, Email, Phone #(required), Firm Name and Document Description (optional). After filling out the form fields click on " Attach Protection Order/Packet" to upload one or multiple documents (required). When ready, click on the "Submit" button. The Clerk's Office will be in touch with any questions.

## Payments

Send payments to:	Pend Oreille County Clerk PO Box 5020 Newport, WA 99156
Or come into:	Pend Oreille County Hall of Justice 229 S. Garden Ave. Newport, WA 99156
Credit card payment by phone: A convenience fee will be charged.	Official Payment Corp. 1-800-272-9829 Jurisdiction Code: 5687
Credit card payment on-line at: A convenience fee will be charged.	<a href="#">Officialpayments.com</a> <b>Jurisdiction Code: 5687</b>