

NOTICE OF IMMEDIATE TEMPORARY CHANGES TO OKANOGAN COUNTY CLERK'S OPERATIONS

Effective Dates: March 20, 2020 to April 24, 2020, *(possibly longer)*

If you are feverish or coughing or just feel like you're "fighting something," please call in and **STAY HOME**.

The Clerk's Office will no longer allow for in-person public access. However, for the time being our staff will be working behind closed doors during regular office hours. Do not hesitate to call (509)422-7275 or email clerk@co.okanogan.wa.us should you need us.

Courtroom: A clerk will be present at hearings to record the proceedings and process pleadings. Please help us protect the clerk's health by remaining a distance of at least six feet from desk area.

Filing: We do accept electronic filings (see <https://okanogancounty.org/Clerk/records.htm>). Send pleadings through USPS, FedEx or US mail to Okanogan County Clerk P.O. Box 72 Okanogan, WA 98840. Dropped off pleadings can be slipped through the window. If you want to receive conformed copies, you can put a note on the papers and wait in the hall for them, or leave a self-addressed, stamped envelope for their return. You may request copies online using our Clerk ePass or call us. We are happy to assist during this difficult time (509)422-7275. Any filings requiring a fee must be prepaid online or be accompanied by a suitable check or money order.

Copies and Payments: From this link: <https://okanogancounty.org/Clerk/records.htm> you can order copies or pay online. You may also pay with a credit or debit card see link above. Should you have any questions please call us (509)422-7275.

Protection Orders: If you need to file a protection order and have access to a computer, please visit www.courts.wa.gov for the correct forms for a DVPO, VAPO, SAPO or anti-harassment order or you may ask for them at the Clerk's Office. Once the documents have been filled out, you may mail them or slip documents through opening at the Clerk's window. We will email or snail mail forms to you upon request. The Support Center is a resource that may be helpful. Call them at 509- 826-3221. Please Note: ALL PROTECTION ORDERS REQUIRE A LAW ENFORCEMENT INFORMATION SHEET. Look for "**WPF All Cases 01.0400 LEIS.**"

THANK YOU FOR YOUR PATIENCE DURING THIS DIFFICULT TIME.

If you have questions, concerns, or feedback please do call Charleen Groomes at (509)422-7275 or email cgroomes@co.okanogan.wa.us We want to make this process as workable under the circumstances as we can for you.