

\_\_\_\_\_ Court of Washington, County of \_\_\_\_\_

\_\_\_\_\_  
Petitioner/Plaintiff,

vs.

\_\_\_\_\_  
Respondent/Defendant.

No.: \_\_\_\_\_

**Agreement re: Service by Email**

## **Agreement re: Service by Email**

The parties to the above-captioned action stipulate and agree as follows:

1. Parties agree to accept service of all future papers and pleadings by email to the following email addresses:
  - Court documents or other evidence shall be deemed served by email to Plaintiff / Petitioner when sent to (*email address*) \_\_\_\_\_.
  - Court documents or other evidence shall be deemed served by email to Defendant / Respondent when sent to (*email address*) \_\_\_\_\_.
  - Court documents or other evidence shall be deemed served by email to (*name*) \_\_\_\_\_ when sent to (*email address*) \_\_\_\_\_.
  - Letters shall be delivered by email only unless otherwise requested.
  - Under Civil Rule 5, service must occur by 5:00 p.m. on a judicial day (Monday through Friday, unless there are court holidays). Emails that are sent after 5:00 p.m. shall be deemed complete at 9:00 a.m. on the first judicial day thereafter. Check your local court rules.
  - Service under this subsection is not effective if the party making service learns that the attempted service did not reach the person to be served (i.e., if your email bounces back).

- If the receiving party receives an attachment that cannot be opened, or is illegible, the receiving party shall contact the sending party, and the sending party shall arrange to email or messenger legible replacement pages. Service shall be complete once documents that can be opened and read are sent.
2. The terms of this agreement may be modified in writing, signed by counsel for Plaintiff / Petitioner and counsel for Defendant / Respondent, but the terms of agreement may be fully terminated by either party upon 3 days' written notice.

SO STIPULATED BY:

\_\_\_\_\_  
Plaintiff Petitioner

\_\_\_\_\_  
Defendant/Respondent

\_\_\_\_\_  
Guardian ad Litem/Other Party