

To serve you better, please complete this coversheet for each filing packet/email attachment so that we can quickly identify emergencies or the need for an updated Letter of Authority and route your filing appropriately. Use this Coversheet as the first page of your single .pdf attachment. See our website instructions for what forms are required to be filed together in a single attachment.

Multiple .pdf attachments can be submitted in a single email. Example: Two .pdf's in one email – one for guardianship and one for conservatorship regarding the same person.

Please include your email address as this is the quickest way to receive information and specific communication from the Court.

Contact Information

Petitioner Name:

Petitioner Phone Number:

Email Address:

**Attorney Name and P#:
 (If applicable)**

Filing Information

Case Number:

Judge:

Primary Document/Filing Name:

**Other related documents included
 (i.e. MC97, MC505, etc.):**

Updated Letter of Authority Requested: Yes

Emergency Hearing Requested: Yes *Provide Reason:*
 Please include "Emergency" in the subject line of your email.

Refiled: Yes I am refiled this/these document(s) because of a previous defect that resulted in my documents being returned to me. I have verified that the attached items are ready to be filed. I have included my return correspondence from the Court. (Please see www.wcpc.us for more information for filing instructions.)

Further Information
 Please include any information related to your filing here rather than in the body of your email: