



FIRCREST - RUSTON MUNICIPAL COURT
115 Ramsdell St | Fircrest, WA 98466
Phone (253) 564-8922 | Fax (253) 564-3645
Visit us at: www.cityoffircrest.net

E-Mailing the Court

EMAIL FILING

- Email documents to court@cityoffircrest.net in PDF format. Documents emailed to other city email accounts will not be accepted.
- Each document submitted for filing via email should be a separate attachment to your email. DO NOT combine multiple documents into one large attachment.
- Documents will be printed and entered into the court database and placed in the court file.
- Documents that are illegible or without a case number(s) will be rejected.
- **The city prosecutor does not accept electronic filing.** DO NOT email or fax documents or copies for the city prosecutor to the court.
- City email is subject to public disclosure. DO NOT email sensitive or confidential records such as medical records and treatment reports. Follow fax filing instead or send via US Mail.