

REQUEST FOR ACCESS TO COURT FILES OR RECORDS

WHAT DOCUMENTS WOULD YOU LIKE? *Copy fees are \$.15 per page*

DO YOU NEED CERTIFIED COPIES? YES / NO (circle one) Certified Documents are \$5 *per page*

Commonly requested documents are listed below.

Complaint/Citation/Information Judgment/Sentence Form No Contact Order Plea Agreement

Stipulated Order for Continuance AH or DV Petition/Order Electronic Docket

Other (specify) _____

DO NOT USE THE WORDS ALL or ANY

to describe the records requested. If you request all or any documents you will be mailed a letter requesting you to identify the specific documents requested.

After fees have been paid, copies may be picked up at the court during regular business hours from 9:00 am to 4:00 pm. If you cannot pick up your documents they may be mailed to the requesters physical mailing address.

RECORD/DOCUMENT INFORMATION *Must have one of the following combinations: 1) Name and date of birth of a party, (the defendant in a criminal matter); 2) Name and Washington driver's license number of a party (the defendant in a criminal matter); 3) Case number.

Other helpful information is the type of charge and date of violation.

Name: _____

Date of birth: _____

Defendant's Driver's License Number / State: _____

Case Number(s) (or) Type of Charge (or) Date of Violation: _____

REQUESTOR'S INFORMATION

Name: _____ Agency (if applicable): _____

Telephone #: _____ Fax #: _____

Mailing Address: _____ Apt#: _____

City: _____ State: _____ ZIP: _____

E-mail Address: _____

If documents are not claimed within 30 days, reapplication and prepayment
Will be required including previous fee(s).

Signature of requestor: _____ Date: _____

Internal Use Only: Date Requestor Advised: _____ Amount Due: \$ _____