

Administrative Records Request Form

Requestor Information:

Printed Name: _____
 Last First MI

Address: _____
 Street City State Zip Code

Telephone: () _____ () _____ FAX: () _____

E-mail Address: _____

Signature: _____

Description of Requested Record (s). It is important to be as specific as possible as to name, location, date, and type of record requested. Please use additional sheets as necessary.

- This is a request to inspect the records identified above.
- This is a request for copies of the records identified above.
- Other:

Explain please _____

Procedures:

(1) The Public Records Officer will respond within five (5) working days from receipt of this administrative records request.

(2) The policy, procedures, and fee structure for providing records can be found on the court's webpage at <http://www.co.kittitas.wa.us/courts/lower/default.aspx>. The process for appealing the decisions of the Public Records Officer regarding exemptions, redaction and identification of the records can be found within General Rule 31.1. If you would like a printed copy of the procedures, please contact the public records officer using the information noted below.

Public Records Officer:

Barbara Demory, Lower Kittitas County District Court Administrator
205 West 5th Avenue, Suite 180
Ellensburg, WA 98926
Phone: 509.962.7511
Fax: 509.962.7575
Email: barbara.demory@co.kittitas.wa.us

Request Received: _____ at _____ AM/PM

By: _____