



**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:**

Christine Luvera, Lower Kittitas County District Court Administrator  
205 West 5<sup>th</sup> Avenue, Suite 180  
Ellensburg, WA 98926  
Phone: 509.962.7511  
Fax: 509.962.7575  
Email: christine.luvera@co.kittitas.wa.us

Request Received: \_\_\_\_\_ at \_\_\_\_\_ AM/PM

By: \_\_\_\_\_