



## Request for Review of Records Officer's Decision

Under [GR 31.1](#), the requester may appeal the decision of the District Court Public Records Officer (PRO) within 90 calendar days of the decision. To initiate a review, please complete this form and send it to the District Court PRO via email to [districtcourt@sanjuancountywa.gov](mailto:districtcourt@sanjuancountywa.gov), or by mail to District Court PO Box 127 Friday Harbor, WA 98250, or in person at the District Court front counter 350 Court St., Friday Harbor, WA 98250.

An internal review will be held within five business days of the date the request was received by the District Court PRO. If that is not reasonably possible, then within five working days the review shall be scheduled for the earliest practical date. Additional information about the review process may be found on the reverse of this form.

Requesting Party: \_\_\_\_\_  
Last First MI

Mailing Address: \_\_\_\_\_  
City State Zip Code

Physical Address: \_\_\_\_\_  
City State Zip Code

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of decision by the PRO: \_\_\_\_\_

The name or description of the records that were not released or not released entirely:

The reason you believe the District Court PRO's decision may be incorrect. It is important to be as specific as possible:

## Procedures

### Internal Review

Requests for review must be in writing and must be received by the District Court PRO no more than 90 calendar days after the date of the District Court PRO's decision. A review proceeding conducted by the Presiding Judge will be held within 5 business days of receipt of the request for review. If that is not reasonably possible, then within five working days the review shall be scheduled for the earliest practical date. The review proceeding is informal and summary.

### External Review

If the requester is not satisfied after the internal review, there are two alternatives available:

The requester may file a civil action in superior court to challenge the records decision. Please see [GR 31.1 d \(4\) \(i\)](#) REVIEW VIA CIVIL ACTION IN COURT.

The requester may ask for an informal review by a visiting judge. Please see [GR 31.1 d \(4\) \(ii\)](#) ADMINISTRATIVE REVIEW BY VISITING JUDGE OR OTHER OUTSIDE DECISION MAKER.

All forms, requests, and correspondence related to the appeal must be directed to the District Court PRO. Please remember that requests for appeal or review of a decision made by the District Court PRO must be in writing.

Mellissa Derksema, Public Records Officer  
PO Box 127  
350 Court St.  
Friday Harbor, WA 98250

360-378-4017, Fax: 360-378-4099  
[districtcourt@sanjuancountywa.gov](mailto:districtcourt@sanjuancountywa.gov)