



Administrative/Court Records Request Form

Requestor Information:

Requesting Party: _____
Last First MI

Mailing Address: _____
City State Zip Code

Physical Address: _____
City State Zip Code

Telephone: _____ FAX: _____

E-mail Address: _____

Signature: _____ Date: _____

Description of Requested Record(s):

Administrative Record: A public record created or maintained by a court or judicial agency that relates to the management, supervision, or administration of the court or judicial agency. *Governed by GR 31.1*

Court Record: Includes, but is not limited to, any document, information, exhibit, or other thing that is maintained by a court in connection with a judicial proceeding, and any index, calendar, docket, register of action, official record of the proceedings, order, decree, judgment, minute and any information in a case management system created or prepared by the court that is related to a judicial proceeding. *Governed by GR 31*

Be as specific as possible as to name, case number if applicable, location, date, and type of record requested. Please use additional sheets as necessary.

This is a request to inspect for copies for certified copies of the records identified above, for a copy of recording of court proceedings.

Procedures:

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

(2) Fees: Copies/Scanning \$0.15 per page, Certified Copies \$5.00 per document, Copy of Court Recording \$20.00 per CD, Research for Court Records \$20.00 per hour, Research for administrative records \$30.00 per hour starting with the second hour. There is no charge for viewing records at the courthouse. All fees must be paid in advance of records being released.

(3) For further information, please see the Obtaining Judicial Branch Records and the Frequently Asked Questions document found at sanjuancountywa.gov/250/Records-Requests or consult the related court rules: General Rule 31 and General Rule 31.1.

Public Records Officer:

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

360-378-4017, Fax: 360-378-4099
districtcourt@sanjuancountywa.gov

<i>For Internal Use Only</i>	
Request Received: _____	at _____ AM/PM
CC to County PRO on: _____	at _____ AM/PM
By: _____	Request Number: _____