General Court Rule 31.1 Document Template
for use by
Judicial Agencies of the State of Washington

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/superior/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:

Sarah Keith, Superior Court Administrator
205 West 5th Ave, Ste 207
Ellensburg, WA 98926
Phone: 509-962-7533
Email: superiorcourt@co.kittitas.wa.us

Katrina Mankus, Juvenile Court Administrator
205 West 5th Ave, Ste 211
Ellensburg, WA 98926
Phone: 509-962-7516
Email: juvenile@co.kittitas.wa.us

Request Received: _____ at _____ AM/PM

By: _____