

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.

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☐ 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:**

Maria Gomez, 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: maria.gomezrios@co.kittitas.wa.us

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

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