General Court Rule 31.1 Administrative Records Request Form

Requestor Inforr	nation:			
Printed Name:				N.A.I
	Last	First		MI
Address:				
	Street	City	State	Zip Code
Telephone: ()		()	FAX: ()	
E-mail Address:				
Signature:				
•	-	d (s). It is important tequested. Please use	•	
[] This is a reque	est to inspect the r	ecords identified abo	ve.	
[] This is a reque	est for copies of th	e records identified a	bove.	
[] Other:				
Explain please				

Procedures:

- (1) The Public Records Officer will respond within five (5) working days from receipt of this administrative records request, unless this request is to a court that meets irregularly. In such case, the response to the request will be provided within thirty (30) calendar days of the request.
- (2) The procedures, the fee structure for providing records and the process for appealing the decisions of the Public Records Officer regarding exemptions, redaction and identification of the records can be found at www.courts.wa.gov. If you would like a printed copy of the procedures, please contact the public records officer using the information noted below.

Public Records Officer:

Diana MacKenzie, Court Administrator Upper Kittitas County District Court 700 East 1st Street Cle Elum, WA 98922

Phone: (509) 674-5533 Fax: (509) 674-4209

Email: upperdistrictcourt@co.kittitas.wa.us

Request Received:	at	AM/PM
By:		