

REQUEST FOR ACCESS TO COURT FILES OR RECORDS

WHAT DOCUMENTS WOULD YOU LIKE?

- Complaint/Citation/Information Electronic Docket No Contact Order
- Judgment/Sentence Change of Plea Copy of recorded hearing
- Pre-trial Diversion Agreement Other (specify) _____

Copy fees: **100 pages or less No Charge**
 101 or more pages \$.15 per page (charge includes first 100 pgs.)

DO YOU NEED CERTIFIED COPIES? YES NO (choose one)

Copy fee is \$5.00 for the first page and \$1.00 for each additional page per paper document.

Copy fee is \$25.00 per CD for each recorded hearing.

Payment may be made by check, cash, money order or credit/debit card (convenience fee will be added).

After fees have been paid, copies may be picked up at the court during regular business hours from 8 a.m. to 5 p.m.
If you cannot pick up your documents, please indicate your preferred delivery method (circle one): Mail / Fax / E-mail

If documents are not claimed within 30 days, reapplication and prepayment will be required including previous fee(s).

RECORD/DOCUMENT INFORMATION **Must have one of the following combinations: #1 Name and date of birth of a party (the defendant in a criminal matter); #2 Name and Washington driver's license number of a party (the defendant in a criminal matter); or #3 Case number. Other helpful information is the type of charge and date of violation.*

Name: _____
Date of birth: _____
Defendant's Driver's License Number / State: _____
Case Number(s): _____ Type of Charge (or) Date of violation: _____

REQUESTOR'S INFORMATION

Name: _____ Agency (if applicable): _____
Telephone #: _____ Fax #: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
E-mail Address _____

I agree that this information will not be used for commercial purposes and that it will be protected from commercial use.

Signature of requestor: _____ **Date:** _____

Internal Use Only: Date Requestor Advised: _____ **Amount Due: \$** _____