



[ ] Other: Explain \_\_\_\_\_

How do you wish to be contacted? ☐ Telephone ☐ E-mail

Best time to telephone (check one): \_\_\_\_A.M. \_\_\_\_P.M.

Are you requesting court documents (criminal records, divorce information)? *If so, please contact the clerk's office where the matter was last heard. Do not use this form.*

**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 <http://lewiscountywa.gov/juvenilecourt>. If you would like a printed copy of the procedures contact the public records officer using the information noted below.

**Public Records Officer:**

Lewis County Superior Court Administrator  
Susie Palmateer  
345 W. Main St, 4<sup>th</sup> Fl  
Chehalis, WA 98532  
360-740-1333 ext. 3  
[Susie.Palmateer@lewiscountywa.gov](mailto:Susie.Palmateer@lewiscountywa.gov)

Request Received: \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

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