**Lewis County Superior Court**

**Request for Inspection/Copies of Administrative Records**

**Pursuant to GR 31.1**

**Note: *Do not use this form to request court case documents.***

**If you are requesting court documents or records related to court proceedings, please contact the Clerk of the County :** http://lewiscountywa.gov/clerk

Requestor Information:

Printed Name:

 Last First MI

Request made on behalf of: 🞏Business/Commercial 🞏Individual

Name of Business (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

Reason for Request

 [ ] This is a request to inspect the records identified above.

[ ] This is a request for copies if the records identified above.

[ ] 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 Parker

345 W. Main St, 4th Fl

Chehalis, WA 98532

360-740-1333 ext. 3

Susie.Parker@lewiscountywa.gov

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

By: