

**Lewis County District Court
Request to Access Court Records**

Person Requesting Information: WSBA # _____

Name: _____

Phone Number: _____

Address: _____

Date of Request: _____

Time of Request: _____

CLERK'S ACTION: Above information verified with identification

Record/Information Requested: If this information concerns a named individual, please prove the necessary identifying information:

Full Name: _____

Date of Birth: _____

Address : _____

Violation Date: _____

Information you are requesting: _____

I request to: View file Copy document(s) from file

Specify Documents: _____

You may not disassemble any portion of a file. You may not take any file away from the Clerk's counter

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct:

Signature: _____

Date: _____

Location: _____

Your request is subject to approval under the provisions of the Lewis County District Court Local Rule 9 regarding disclosure of records. Upon approval, the information will be provided as set forth in Rule 9.

Many requests for inspection or copying of public records can be completed by the close of the next business day following the day the request is made. If your request is not complicated and the record readily available, it may be processed at the time it is received. In some circumstances the processing of your request or an official response to your request may take up to five (5) business days. The department cannot respond to your request to inspect or copy a record unless this form is completed. If you have questions, please ask one of our employees. Thank you.

NOTE: The court can provide existing records only. The court will not gather, sort and/or create new documentation. The Court will not provide records held by other entities.

Disposition:

Date	Action Taken	Name of Employee Processing Request