



# Request for Review of Records Officer's Decision

## PROCEDURES

### INTERNAL REVIEW

1. Appeals of decisions made by the records officer of the Administrative Office of the Courts will first be reviewed by the Management Services Division Director or designee. Requests for review must be in writing and must be received by the Administrative Office of the Courts no more than 90 calendar days after the date of the decision.
2. The Management Services Division Director will complete the first review and provide a response within five business days of the date the request for review was received.
3. If the decision of the Management Services Director is not accepted by the requester, the State Court Administrator or designee will conduct a second review of the decision. A response from the State Court Administrator will be provided to the requester within five business days of the date the request for a second review was received.

### EXTERNAL REVIEW

If the requester is not satisfied after the three-step internal review, there are two alternatives available.

1. The requester may file a civil action in superior court to challenge the records decision. Please see [GR 31.1 d \(4\) \(i\) REVIEW VIA CIVIL ACTION IN COURT](#).
2. The requester may ask for an informal review by a visiting judge or other outside decision maker. Please see [GR 31.1 d \(4\) \(ii\) ADMINISTRATIVE REVIEW BY VISITING JUDGE OR OTHER OUTSIDE DECISION MAKER](#).

All forms, requests, and correspondence related to the appeal must be directed to the Administrative Office of the Courts. Please remember that requests for appeal or review of a decision made by the public records officer must be in writing.

Mailing address:       Public Records Officer  
                              Administrative Office of the Courts  
                              PO Box 41170  
                              Olympia, Washington 98504-1170

E-Mail address:       [PublicRecordsOfficer@courts.wa.gov](mailto:PublicRecordsOfficer@courts.wa.gov)