REQUEST FOR ACCESS TO COURT FILES OR RECORDS

WHAT DOCUMENTS WOULD YOU LIKE?

Complaint/Citation/Information Electronic Docket No Contact Order

Judgment/Sentence Form Plea Agreement 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 (circle one)
Copy fee is $5.00 for the first page and $1.00 for each additional page per document
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: _____ Apt#: _____

City: _____ State:_____ Zip: _____

E-mail Address_____

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

Signature of requestor:_____Date:_____

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