State of Washington
SPOKANE COUNTY DISTRICT COURT

Request for Information

The following information is necessary for us to process your request for data from the Judicial Information System (JIS). Please complete this form and return it to:

Spokane County District Court
Data Dissemination Administrator
Public Safety Building
1100 W Mallon
Spokane, Washington 99210-2352
Fax: 509-477-6445

Your request is subject to approval under the provisions of JISCR 15, the JIS Data Dissemination Policy, and the local Data Dissemination Policy and Procedures. Upon approval, the Data Administrator will examine it and contact you to work out any necessary details.

There is a charge for such reports as governed by JIS Committee Policy. Typically, a minimum of $45.00 is assessed.

Fees:
Admin Fee $25
JIS runtime $10/min
(2 minute minimum)
Eval/Res/Prog $40/hr

Upon signing, and return of the Cost Estimation sheet, the requestor is responsible for payment whether he/she actually picks up the report or not.

Please fill out both pages 1 and 2, all sections

Name: (Please Print) _____

Agency or Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Day or Work Phone: ( ) _____ FAX No. ( ) _____

Email Address (*preferred contact method*)_____

Information Requested (provide as much detail as possible): _____

_____

_____

_____

_____

Revised 4/14/10

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Request for Information - continued

What will the information be used for?: _____

_____

_____

_____

To whom will the data be disseminated?: _____

_____

_____

_____

If this information concerns a named individual, please give necessary identifying information:

_____

_____

Date Information Needed: _____

Important Information: Per local Data Dissemination Policy –
No report or request for a report whose preparation would disrupt ongoing court business will be approved (court projects and staff availability take precedence over Ad Hoc reports.) All requests will be acknowledged within 5 business days. We strive to process requests in a timely manner and to provide reports or data in a similar fashion, depending upon data availability and scope of the request, as provided under the policy. As with internal requests, advance notice of several days before 'date needed' will be essential.

Medium Requested: Paper ($1.00/page, computer generated)
Certified Paper copy ($5.00/page)
CD($10.00/each)
Email attachment (no media charge, though run costs still apply)

I certify, under penalty of law, that all the information supplied above is true and a complete description.

_____ _____
Signature of Requestor Date

Other Comments from Requestor:

_____

_____

_____

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