

(Copy Receipt)

(Clerk's Date Stamp)

SUPERIOR COURT OF WASHINGTON COUNTY OF SPOKANE	
Plaintiff/Petitioner: _____	CASE NO. _____
vs.	ORDER ALLOWING ACCESS TO SEALED COURT FILE (ORARC)
Defendant/Respondent: _____	

I. BASIS

1.1 The person listed below has justified to the court a need to have access to the above captioned court file.

II. ORDER

2.1 The person listed below is hereby authorized one-time access to the above captioned sealed court file.

2.2 The person is is not authorized to remove the court file from the office of the Superior Court Clerk.

Destination _____ Not to exceed _____ day(s).

IMPORTANT: The file must be returned promptly, no later than the due date!

DUE DATE: _____

2.3 The person is is not authorized to make photo copies of the contents of the court exhibit(s). The file shall be returned to the Clerk in the same condition as when checked out.

IMPORTANT: The documents within the file shall not be altered in any manner whatsoever. Documents may not be removed from the file, staples may not be removed, and no alteration may be made of any document.

2.4 It is further ordered that the person shall maintain complete confidentiality as to the information contained within the said sealed file, except as permitted by court order.

Violation of any of the above provisions could result in contempt of court proceedings.

“I, the undersigned, take full responsibility for the integrity of the court file entrusted to me. I will keep the file’s contents confidential and will abide by the above stated restrictions and will return the file to the Clerk as soon as possible, no later than the due date.”

Printed Name: _____ Signature: _____

Address: _____ Telephone: _____

DATED: _____
_____ JUDGE

Presented by:

(If attorney, WSBA #)