

**Spokane County Superior Court**  
**Request for External Review Re: Denial/Redaction of Requested**  
**Administrative Records**  
**Pursuant to GR 31.1(d)**

DATE: \_\_\_\_\_

Requestor Information:

Printed Name: \_\_\_\_\_  
  Last  First  MI

Address: \_\_\_\_\_  
                                Street                                City                                State                                Zip Code

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

I request an external review of the Presiding Judge's internal review and decision dated \_\_\_\_\_ regarding records requested because:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Procedures:**  
If the requesting party has exhausted the internal review process by the presiding judge, the requesting party may pursue further review (identified as "external review") by the following two methods:

- (1) The requesting party may use a judicial writ of mandamus, prohibition, or certiorari to file a civil action in superior court challenging the records decision.
  
- (2) The requesting party may seek informal review by a visiting judicial officer. The requesting

party shall submit a request in writing to Spokane County Superior Court Administrator to arrange for external review by a visiting judicial officer.

The external review process must be submitted within 30 calendar days of the decision issued from the internal review process.

The external review submission date is identified as the date a civil action is filed, or the date the Superior Court Administrator receives the request for external review.

(1)The Public Records Officer will respond within five (5) working days from receipt of this administrative records request, unless this request is to a court that meets irregularly. In such case, the response to the request will be provided within thirty (30) calendar days of the request.

(2)The procedures, the fee structure for providing records and the process for appealing the decisions of the Public Records Officer regarding exemptions, redaction and identification of the records can be found at <http://www.spokanecounty.org/1140/Superior-Court>. If you would like a printed copy of the procedures contact the public records officer using the information noted below.

**Public Records Officer:**

Ashley Callan  
Public Records Officer  
Spokane Superior Court Administrator  
1116 West Broadway Avenue  
Spokane, Washington 99260  
Phone Number: (509) 477-4400  
Facsimile: (509) 477-5714  
[acallan@spokanecounty.org](mailto:acallan@spokanecounty.org)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Request Received: \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

By: \_\_\_\_\_