

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 [xxxx.gov](#). If you would like a printed copy of the procedures contact the public records officer using the information noted below.

Public Records Officer:

Public Records Officer
Spokane Superior Court Administrator
1116 West Broadway Avenue
Spokane, Washington 99260
Phone Number: (509) 477-4400
Facsimile: (509) 477-5714

Name: _____ Phone: _____

Fax: _____ E-mail Address: _____

Request Received: _____ at _____ a.m./p.m.

By: _____