

# Spokane County Superior Court

## Request for Inspection/Copies of Administrative Records

Pursuant to GR 31.1

**Note: If you are requesting court documents or records related to court proceedings, please contact the Clerk of the Superior**

**Court: <http://www.spokanecounty.org/Clerk/content.aspx?c=1812>**

*Do not use this form to request court case documents.*

Requestor Information:

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

Request made on behalf of:  Business/Commercial  Individual

Name of Business (if applicable): \_\_\_\_\_

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

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

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

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

Description of Requested Record(s). It is important to be as specific as possible as to name, location, date, and type of record requested.

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Reason for Request

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This is a request to inspect the records identified above.

This is a request for copies if the records identified above.

Other: Explain \_\_\_\_\_

How do you wish to be contacted? Telephone E-mail

Best time to telephone (check one): \_\_\_A.M. \_\_\_P.M.

Are you requesting court documents (criminal records, divorce information)? *If so, please contact the clerk's office where the matter was last heard. Do not use this form.*

**Procedures:**

(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://wdev/content.aspx?c=3246>. 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

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

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