

# Spokane County District Court Records Request Form

**Pursuant to GR 31**

*Please be specific with the information you are requesting.*

**Mail:** P.O. Box 2352, Spokane WA 99210, **Email:** [dccasemgmt@spokanecounty.org](mailto:dccasemgmt@spokanecounty.org)

**Deliver in person:** Public Safety Bldg., 1100 W Mallon, Spokane WA 99260

**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: \_\_\_\_\_                      Email: \_\_\_\_\_

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. Use additional sheets as necessary.

Defendant Name \_\_\_\_\_

Last

First

MI

Case Number(s): \_\_\_\_\_                      DOB: \_\_\_\_\_

Request: \_\_\_\_\_

**Reason for Request:**

\_\_\_\_\_  
\_\_\_\_\_

[ ] Request is to inspect the records identified above.    [ ] Request is for copies of the records identified above.

[ ] Other: Explain \_\_\_\_\_

Procedures:

- (1) Requestor will submit this completed form by mail or email to the Public Records Officer using the contact information below.
- (2) The Public Records Officer or designee will acknowledge receipt of a request for administrative records within five (5) working days.
- (3) The policy and fee structure for providing administrative records—as well as the process for appealing the decisions of the Public Records Officer regarding exemptions, redaction and identification of the records—are available at the Spokane County District Court Clerk’s office, 1100 W Mallon, first floor of the Public Safety Building, windows 7, 8, or 9 and online at [www.spokanecounty.com/districtcourt](http://www.spokanecounty.com/districtcourt)

Public Records Officer  
Spokane County District Court Administrator  
PO Box 2352  
Spokane, Washington 99210-2352  
Email: [dcadmin@spokanecounty.org](mailto:dcadmin@spokanecounty.org)

*To electronically Sign the form, you can use Adobe Reader (or an application that allows for signature overlay). In Adobe Acrobat, use the "Fill and Sign" tool to draw your signature, then drag/move the signature to the Signature area. Then save and attach/email to address listed above.*

*(To be completed by Public Records Officer or designee)*

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

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