

[] Other: Explain _____

Procedures:

- (1) Requestor will submit this completed form by mail, email, or fax 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/districtcourt/.

Public Records Officer
Spokane County District Court Administrator
PO Box 2352
Spokane, Washington 99210-2352
Phone Number: 509.477.2942

Email: jwitter@spokanecounty.org

(To be completed by Public Records Officer or designee)

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

By: _____