



[ ] 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/](http://www.spokanecounty/districtcourt/).

Public Records Officer  
Spokane County District Court Administrator  
PO Box 2352  
Spokane, Washington 99210-2352  
Phone Number: 509.477.2942  
Facsimile: 509.477.6445  
Email: [jwitter@spokanecounty.org](mailto:jwitter@spokanecounty.org)

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

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

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