

YAKIMA COUNTY DISTRICT COURT

GR 31.1 ADMINISTRATIVE RECORDS FEE POLICY

- I. **POLICY STATEMENT:** The Yakima County District Court have implemented this fee policy to balance the costs associated with allocating staff to fulfill request for administrative records and the need and right for the public to have access to court administrative records.

a) Overview

This policy sets for the process that the Yakima County District Court will determine the assessment of fees associated with request(s) for administrative records pursuant to GR 31.1.

b) Copy Fee

Pursuant to RCW 3.62.060 and District Court Administrative Order 16-01 the following fees shall be charged for copying Yakima County District Court administrative records:

- Fifty-cents per page for copying or scanning an administrative record that is maintained in paper format.
- Twenty-five cents per page for providing administrative records that are maintained in an electronic format.
- To have records copied to a CD, an additional \$20.00 for each CD prepared.

c) Research and Preparation Fees

- i. Pursuant to GR 31.1, a fee of \$30.00 per hour after the first hour for research and preparation services required to fulfill a request taking longer than one hour to complete. The research and preparation fee charged will be for time spent by the Administrative Records Officer or other court staff involved in researching information related to the request. A fee will not be charged for any research and preparation conducted by other Yakima County departments.

d) Fees to View Records


A fee will not be charged to view administrative records, except that of research and preparation fees may still be charged.

e) Payment of Fees

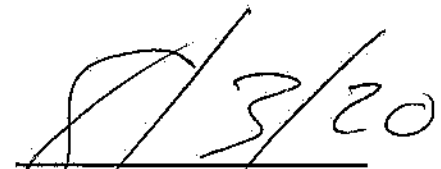
- i. A deposit in an amount not to exceed the estimated cost of providing copies may be required.

- ii. Prepayment in full for research and preparation of request may be required.
- iii. No records will be provided until all fees are paid in full.

II. Effective Date: This policy is effective August 3, 2020.



District Court, Presiding Judge



Date