

# Yakima County District Court

## Request for Review of Administrative Records Officer's Decision

### Submit request to:

Yakima County District Court  
Attn: Tamra Willaims  
Administrative Records Officer  
128 North 2nd Street, #225  
Yakima, WA 98901

Fax:  
(509) 574-1801

Email:  
[GR31.1DistrictCourt@co.yakima.wa.us](mailto:GR31.1DistrictCourt@co.yakima.wa.us)

Petition for internal review must be submitted in writing to the Administrative Records Officer within 90 days of issuance of Administrative Records Officer's decision. Petition for external review must be submitted in writing to the Administrative Records Officer within 30 days of issuance of the court's internal review decision. External review may only be requested after completion of an internal review.

Requester Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Description of Record(s) to be Reviewed:** Please provide the tracking number and a brief description of the records for which you are requesting review. Provide the reason that you believe that a review is necessary including which record or information you believe was redacted and/or withheld in error.

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

Type of review requested? Internal  External

If requesting an external review, has an internal review been completed? Yes  No  Date: \_\_\_\_\_

### FOR INTERNAL USE ONLY

Request Received by  
Administrative Records  
Officer

Date \_\_\_\_\_ Time \_\_\_\_\_

In Person  eMail  Mail  Fax

### Approval for Review of Administrative Records:

Request forwarded to: \_\_\_\_\_ Date \_\_\_\_\_

Forwarded by: \_\_\_\_\_ Phone: \_\_\_\_\_

Response Provided to  
Requester:

Date \_\_\_\_\_ Time \_\_\_\_\_