YAKIMA COUNTY DISTRICT COURT
General Court Rule 31.1
Administrative Records Request Form

Requestor Information:

Printed Name: _____

                Last   First   MI

Address: _____

           Street   City   State   Zip Code

Telephone: (   ) _____ (   ) _____ FAX: (   ) _____

E-mail Address: _____

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. Please use additional sheets as necessary.

_____

_____

_____

_____

_____

_____

[ ] This is a request to inspect the records identified above.

[ ] This is a request for copies of the records identified above.

[ ] Other:

Explain please_____

_____

_____

_____

Procedures:

(1) The Administrative Records Officer will respond within five (5) working days from receipt of this administrative records request, unless this request is to a court that meets irregularly. In such case, the response to the request will be provided within thirty (30) calendar days of the request.

(2) The procedures, the fee structure for providing records and the process for appealing the decisions of the Administrative Records Officer regarding exemptions, redaction and identification of the records can be found at https://www.yakimacounty.us/2432/Administrative-Record-Request-GR-311 or on the Washington Administrative Office of the Courts website at http://www.courts.wa.gov/newsinfo/publication/?fa=newsinfo_publication.administrativepublicrecords. If you would like a printed copy of the procedures, please contact the Administrative Records Officer using the information noted below.

Public Records Officer:

Tamra Willaims
Yakima County District Court
128 N. 2nd Street, Room 225
Yakima, Wa. 98901
Phone: (509) 574-1816
Fax: (509) 574-1801
Email Address: GR31.1DistrictCourt@co.yakima.wa.us

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For internal use only.

Request Received: _____ at _____ AM/PM

By: _____