Chelan County Juvenile Court

Administrative Records Request Form Pursuant to General Court Rule 31.1

Requester Inforn	nation:			
Printed Name:				
	Last	First	MI	
Address:				
	Street	City	State	Zip Code
Telephone: ()		()	FAX: ()	
E-mail Address:				
Signature:				
-	-	• •	be as specific as possil additional sheets as nec	
[] This is a reque	st to inspect the I	ecords identified abov	e.	
[] This is a reque	st for copies of th	e records identified ab	ove.	
[] Other:				
Explain please				

Administrative Records Request Form

Procedures:

- (1) The Chelan County Juvenile Court (CCJC) public records officer or designee will respond within five working days from receipt of this administrative records request.
- (2) The procedures, the fee structure for providing records, and the process for appealing the decisions of the public records officer regarding exemptions, redaction and identification of the records can be found at http://www.co.chelan.wa.us/juvenile. If you would like a printed copy of the procedures, please contact the public records officer using the information noted below.

Public Records Officer: Philip Jans

Mailing Address:

Chelan County Juvenile Court 316 Washington St., Suite 202 Wenatchee, WA 98801

Phone: (509) 667-6350

Fax: (509) 667-6583 E-mail Address: phil.jans@co.chelan.wa.us

For Office Use Only:		
Request Received:	_ at	_ AM/PM
Ву:		