



## 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](mailto:phil.jans@co.chelan.wa.us)

#### For Office Use Only:

Request Received: \_\_\_\_\_ at \_\_\_\_\_ AM/PM

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