



## Request for Review of Records Decision

**The reason you believe the public records officer's decision may be incorrect:** It is important to be as specific as possible. Attach additional pages, if necessary.

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### PROCEDURES

#### **1. Internal Review-**

*a. Request for Review-* A requester who objects to the denial or partial denial of a records request and who seeks review of that decision must submit this Request for Review form within ninety calendar days after notice of the denial. The request must be submitted to the presiding judge of the superior court with a copy to the CCJC records officer. The presiding judge will review the decision or designate another superior court judge to do so. The review of a records decision will be informal and summary.

*b. Timeline for Review-* The review will take place within five working days of receipt of the petition. If that is not reasonably possible, then within five working days the review will be scheduled for the earliest practical date.

**2. External Review-** A requester who has exhausted the internal review procedure set forth above and who is not satisfied with the outcome may elect between the two following remedies:

*a. Review via Civil Action in Court-* The requester may use a judicial writ of mandamus, prohibition, or certiorari to file a civil action in superior court challenging the internal review decision.

*b. Review by Visiting Judge-* In the alternative, the requester may seek external review by a visiting judicial officer. The review will be summary and informal.

(i) Requesting Review by Visiting Judge- A request for review by a visiting judge must be reduced to writing and submitted to the presiding judge of the superior court, with a copy to the CCJC records officer.

(ii) Timeline- A request for review by a visiting judge must be submitted within 30 days of the issuance of the presiding judge's final decision on the internal review.

(iii) Remedy- The decision of the visiting judge may also be challenged in court through a judicial writ, as set forth in subsection 2.a, above.