Chelan County Juvenile Court

Request for Review of Records Decision

Under General Court Rule GR 31.1, a records requester may appeal the decision of the public records officer within 90 calendar days. To initiate a review, please complete this form and submit it to the presiding judge of the Chelan County Superior Court, at the address below, with a copy to the CCJC records officer.

Presiding Judge Chelan Co. Superior Court 401 Washington Street, 5th Level Wenatchee, WA 98801

Records Officer Chelan Co. Juvenile Court 316 Washington Street, Suite 202 Wenatchee, WA 98801 email: phil.jans@co.chelan.wa.us

An internal review will ordinarily be held within five business days of the date the request is received. Additional information about the review process may be found below.

Name (typed or printe	d):			
Address:				
S	treet	City	State	Zip Code
Telephone: ()		()	FAX: ()	
E-mail Address:				
Signature:				
Date of decision				
The name or descrip		records that were n	ot released or not released	d entirely: Attach

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.											

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.