

Chelan County Superior Court

## Request for Review of Records Officer's Decision

Under General Court Rule GR 31.1, the requester may appeal the decision of the public records officer within 90 calendar days. To initiate a review, please complete this form and send the request electronically to [fona.sugg@co.chelan.wa.us](mailto:fona.sugg@co.chelan.wa.us), or by US Mail to Fona Sugg, Court Administrator, Chelan County Superior Court, 401 Washington Street, Suite 508, Wenatchee, WA 98801.

An internal review will be held within five business days of the date the request was received. Additional information about the review process may be found on the reverse of this form.

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**Information about the person making this request for review:**

Name (typed or printed): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**Date of decision** \_\_\_\_\_

**The name or description of the records that were not released or not released entirely:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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## PROCEDURES

### INTERNAL REVIEW

1. Appeals of decisions made by the records officer of the Administrative Office of the Courts will first be reviewed by the Presiding Judge of the Superior Court or designee. Requests for review must be in writing and must be received by the Presiding Judge no more than 90 calendar days after the date of the decision.
2. The Presiding Judge or designee will complete the review and provide a response within five business days of the date the request for review was received.

### EXTERNAL REVIEW

If the requester is not satisfied after the internal review, there are two alternatives available.

1. The requester may file a civil action in superior court to challenge the records decision. Please see GR 31.1 d (4) (i) REVIEW VIA CIVIL ACTION IN COURT.
2. The requester may ask for an informal review by a visiting judge or other outside decision maker. Please see GR 31.1 d (4) (ii) ADMINISTRATIVE REVIEW BY VISITING JUDGE OR OTHER OUTSIDE DECISION MAKER.

All forms, requests, and correspondence related to the appeal must be directed to the Chelan County Superior Court. Please remember that requests for appeal or review of a decision made by the public records officer must be in writing.

Mailing address:        Court Administrator  
                                 Chelan County Superior Court  
                                 401 Washington Street, Suite 508  
                                 Wenatchee, WA 98801

E-Mail address:        [fona.sugg@co.chelan.wa.us](mailto:fona.sugg@co.chelan.wa.us)