General Court Rule 31.1

Chelan County Superior Court

# Administrative Records Request Form

**Requestor Information:**

Printed Name: _____
Last First MI

Mailing Address: _____
Street City State Zip Code

Telephone: (  ) _____ Cell: (  ) _____

E-mail Address: _____

Signature: _____ Date: _____

**Description of Requested Record (s).** ***It is important to be as specific as possible as to name, location, date, and type of record requested. Please use additional sheets as necessary.***

_____

_____

_____

_____

_____

_____

[ ] This is a request to inspect the records identified above.

[ ] This is a request for copies of the records identified above.

**Procedures:**

(1) The Public Records Officer will respond within five (5) 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 on the Chelan County Superior Court home page. If you would like a printed copy of the procedures, please contact the Chelan County Superior Court Public Records Officer.

**For additional information or assistance, contact the Chelan County Superior Court Public Records Officer**: Fona Sugg, Court Administrator, (509) 667-6210, 401 Washington St., Suite 508, Wenatchee, WA 98801; fona.sugg@co.chelan.wa.us.

PRO Use Only:

Date Request Received: _____ Time: _____ ☐postal ☐via email ☐hand

By: _____ Response Date: _____