

CHELAN COUNTY SHERIFF'S OFFICE

(Information regarding requests for records)

If you are the defendant in a criminal proceeding:

If you have an attorney, he or she will file with the court to request records necessary for your defense. If you **do not** have an attorney and would like to request police reports for your defense, you may obtain your reports as follows:

For cases to be heard in a Chelan County court, you may request your reports from the Chelan County Prosecutor, P.O. Box 2596, Wenatchee, WA, 98807, Phone No. 667-6202. You may also complete the attached form, show identification and we will provide the reports for you.

Juveniles (individuals under 18 years of age) or parents of juveniles who are defendants in criminal proceedings must request reports from the **Chelan County Prosecutor's Office - Juvenile Division** at P.O. Box 2596, Wenatchee, WA 98807. Phone: 667-6202.

If your request does not involve a pending court case:

Please fill out the attached request with as much specific detail as possible in order to help facilitate the quick retrieval of the specific record you need. When we receive your request, we will research our records and respond to you within five working days. During this time laws will be researched and a determination will be made as to whether any of the information you have requested is subject to exemption from disclosure.

If our research will take longer than five working days, you will be notified. If you have not heard from us within five days, please feel free to call the Records office Monday through Friday, 9 am to 5 pm at 667-6836.

Records should be picked up in person by the individual making the request, and identification is required. If you would like the records mailed to you, please discuss this with the office staff when you submit your request.

FEES

Fees listed below do not include mailing and handling charges which will be computed and added to the fees charged at the time of billing.

Incident Report Copies:	\$ 1.00 (first 6 pages plus \$0.15 each additional page) (RCW 42.56.070(7), (8) and RCW 42.56.120)
Accident Reports:	\$10.00 (RCW 46.52.085)
Photographs:	\$10.00 (Per diskette) (RCW 36.18.040(1)(t))
Video Tape Copies:	\$15.00 (Per tape) (RCW 36.18.040(1)(t))
Local Criminal History:	\$10.00 (RCW 10.97.100)
Laminate CPL:	\$ 1.00