Chelan County Superior Court Clerk
Public 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.***

_____

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[ ] 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 confirm receipt of this administrative records request within (5) working days of submittal.

(2) The procedures, fee structure for providing records, and the process for appealing exemptions, redactions, and identification of responsive records can be found on the Chelan County Superior Court home page and in Chelan County Code Section 1.376. 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 Clerk Public Records Officer: Kim Morrison, Chelan county Clerk, (509) 667-6470, 350 Orondo, Suite 501, Wenatchee, WA 98801; kim.morrison@co.chelan.wa.us

PRO Use Only:

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

By: _____ Response Date: _____