

REQUEST FOR REVIEW OF RECORDS OFFICER'S DECISION
PURSUANT TO GENERAL COURT RULE 31.1

PROCEDURES

INTERNAL REVIEW

1. Appeals of decisions made by the records officer of the District Court will be reviewed by the District Court Presiding Judge. Requests for review must be in writing and must be received by the District Court Administrator no more than 90 calendar days after the date of the decision.
2. The Presiding Judge will complete the review and provide a response within five working days of the date the request for review was received.

EXTERNAL REVIEW

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

1. The requestor 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 requestor may ask for an informal review by a visiting judge or the Superior Court Presiding Judge for Chelan County. 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 District Court Administrator. Please remember that requests for appeal or review of a decision made by the public records officer must be in writing.

Mailing address: Public Records Officer
District Court Administrator
350 Orondo Ave, 4th Floor
Wenatchee, WA 98801

E-mail address: Lea.Garner@co.chelan.wa.us