

Request for Review of Records Officer's Decision

Pursuant to General Court Rule 31.1

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 DistrictCourt@co.mason.wa.us, or by US Mail to Patsy Robinson, District Court Administrator, PO Box "O", Shelton, WA 98584.

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.

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 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 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 the Superior Court Presiding Judge for Mason 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
 Patsy Robinson
 District Court Administrator
 PO Box "O"
 Shelton, Washington 98584

E-Mail address: DistrictCourt@co.mason.wa.us