

☐ Superior Court ☐ Juvenile Court Services.

Requester Information:

Signature: _____

- Explain please_____
- _____
- _____

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 Superior Court pages of the Mason County Website. If you would like a printed copy of the procedures, please contact the public records officer using the information noted below.

Public Records Officer:

For **Mason County Superior Court**, direct your completed Request Form to:

Superior Court Administrator
Mason County Superior Court
419 N 4th, 2nd Floor Courthouse
P.O. Box X
Shelton, WA 98584
Telephone: 360-427-9670 ext. 348
Fax: 360-427-8443
Email: CourtAdminRecords@masoncountywa.gov

For **Mason County Juvenile Court Services**, direct your completed Request Form to:

Juvenile Court Administrator
Mason County Juvenile Court Services
Building 3, 426 W Cedar Street
P.O. Box 368
Shelton, WA 98584
Telephone: 360-427-9670 ext. 337
Fax: 360-427-7785
Email: CourtAdminRecords@masoncountywa.gov

For Office use only:

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

By: _____