General Court Rule 31.1 Mason County Superior Court and Juvenile Court Services Administrative Records Request Form

This is a Request for access to court administrative records under GR 31.1 for Mason County

□Superior Court □ Juvenile Court Services. DO NOT USE THIS FORM TO REQUEST COPIES OF COURT CASE RECORDS AND DOCUMENTS. For information on how to access **court case** records and documents, please contact the Clerk of Court at (360) 427-9670 ext. 346 or www.masoncountywa.gov/clerk.

Requester Information:

Printed Name:				
	Last	First	MI	
Address:				
	Street	City	State	Zip Code
Telephone: ()	()	_ FAX: ()	
E-mail Address:				
Signature:		-		

Description of Requested Administrative 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.*

[] This is a request to inspect the records identified above.

[] This is a request for copies of the records identified above.

[] Other:

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: <u>CourtAdminRecords@masoncountywa.gov</u>

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
Ву:		