



## Cowlitz County

*Superior Court of the State of Washington*  
*Hall of Justice, 312 SW First Avenue; Suite 250*  
Kelso, WA 98626

### **ADMINISTRATIVE REQUEST FORM**

#### **Requestor Information:**

Printed Name:

\_\_\_\_\_

Last	First	MI
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Address:

\_\_\_\_\_

Street	City	State	Zip
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Code

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

\_\_\_\_\_

E-mail Address:

\_\_\_\_\_

Signature:

\_\_\_\_\_

**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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is a request to inspect the records identified above.

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

Other:

Explain please:

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**Procedures:**

(1) The Public Records Officer will respond within five (5) working days from receipt of this administrative records request, unless this request is to a court that meets irregularly. In such case, the response to the request will be provided within thirty (30) calendar days of the 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 at: <http://cowlitzsuperiorcourt.us/>. If you would like a printed copy of the procedures, please contact the public records officer using the information noted below.

**Public Records Officer:**

Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Request Received: \_\_\_\_\_ at \_\_\_\_\_  
AM/PM

By: \_\_\_\_\_

**Internal and External Review Procedures:**

A record requestor may seek a local, internal review of the decision(s) of the Superior Court public records officer (PRO) to withhold or redact court administrative records made under Washington State General Rule (GR) 31.1. Any request for internal review must be made in writing to the Superior Court Presiding Judge or his/her designee, in care of the Superior Court public records officer. The Presiding Judge or his/her designee shall have the final decision making authority over disclosure of records.

A request for internal review of a public records officer's decision must be submitted within (90) calendar days of the public records officer's decision. A written request for informal review may be presented in any format, but must be legible and include, at a minimum, a restatement of the public records originally requested, a summary of what was received and withheld, and detailed

reasons why you believe the records officer erred. The review will occur within five working days (excluding weekends and holidays) of the date on which the request for review is received. If completion of the review proceeding is not reasonably possible within five working days, then the review shall be scheduled for the earliest practicable date thereafter. A records requestor may seek external review if he/she disagrees with the decision of an internal review by 1) filing a civil action in superior court to challenge the records decision or 2) requesting an informal, external review by a visiting judge, delegated in accordance with local rules and GR 31.1.