



## WINLOCK MUNICIPAL COURT REQUEST FOR ACCESS TO COURT FILES OR RECORDS {Pursuant to General Rule 31, 31.1}

Requestors Name: \_\_\_\_\_

Organization/Business (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- Document(s) Requested:**
- Complaint/Citation/Information     Judgement & Sentence Form     Plea Agreement
- No Contact Order     Plea Agreement     Stipulated Order for Continuance
- AH or DV Petition/Order     Pre-Trial Diversion Agreement     Electronic Docket

Other (specify): \_\_\_\_\_

**Do you need CERTIFIED copies?**     Yes     No

**Record/Document Information** you must provide one of the following combinations: 1) name and date of birth of party (defendant in a criminal matter); 2) Name and driver's license # of a party (defendant in criminal matter); 3) case #, type of charge, violation date and any other helpful information:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Case#: \_\_\_\_\_

Violation Date: \_\_\_\_\_ Type of Charge: \_\_\_\_\_

Other Information: \_\_\_\_\_

### Copy Fee(s):

- Inspect the record(s) at no charge (appointment required)    Date & Time: \_\_\_\_\_
- Inspect record(s) and then copy selected page(s) (appointment required)    Date & Time: \_\_\_\_\_
- Certified Copies – Fee \$5.00 1<sup>st</sup> page, additional pages \$1.00 per page
- Standard photocopy(s) – Fee .15¢ per page     Pick Up     Mail (mailing & postage costs apply)
- Electronic copy(s) of scanned record(s) – Fee .10¢ per page     Email     USB/Disk (USB/disk costs apply)
- Electronic file(s) – Fee .05¢ per each 4 files/attachments     Email     USB/Disk (USB/disk costs apply)
- Electronic file(s) – Fee .10¢ per gigabyte to transfer files/attachments     USB/Disk (USB/disk costs apply)

**NOTE:** Please expect up to a maximum of five (5) business days for your request to be responded to. If your request is unclear, you may be asked to clarify what records you are seeking. If you fail to clarify your request or abandon your request, the CITY OF WINLOCK and/or WINLOCK MUNICIPAL COURT may close your request for records per **RCW 42.53.520**.

I certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes per RCW 42.56.070(8).

Signature: \_\_\_\_\_ Title (if applicable): \_\_\_\_\_

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

TRACKING		
Event	Date	Initials
Request Completed		
Five-Day Notice		
First Installment		
Second Installment		
Final Installment		
Other Installment <i>(if needed)</i>		

CHARGES			
<input type="checkbox"/>	Routine Request- <i>no charge</i>		
<input type="checkbox"/>	Standard Copies	# pages _____ x	.15¢ = \$ _____
<input type="checkbox"/>	Scanned Copies	# pages _____ x	.10¢ = \$ _____
<input type="checkbox"/>	Electronic Files:		
		# files/attachments _____ x	.05¢ = \$ _____
		# gigabytes _____ x	.10¢ = \$ _____
	Postage Fee(s)		\$ _____
	USB/Disk Fee		\$ _____
	<b>TOTAL CHARGE</b>		<b>\$ _____</b>
Paid By: <input type="checkbox"/> CA <input type="checkbox"/> Check <input type="checkbox"/> Credit Card			Rct#: _____

The record(s) redacted pursuant to the following:

- NO Redactions
- GR 31: \_\_\_\_\_
- GR31.1: \_\_\_\_\_
- Other: RCW: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Request Denied**

Date Request Received \_\_\_\_\_ Date of Notification \_\_\_\_\_

The court is refusing to allow inspection or copying of the requested documents described on the reverse side of this request form. Access to the requested public record is denied for the reason that it is clearly non-disclosable as identified in **GR 31, GR 31.1, RCW 42.56.210**, or certain portions have been withheld pursuant to **RCW 42.56.230**.

(Provide a brief explanation of how the exemption applies to the record withheld.)  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Public Records Officer or Designee