

Okanogan County  
District Court of the State of Washington  
*Public Records Officer*  
PO Box 980 • 149 North 3rd Ave N.  
Okanogan, WA 98840

**ADMINISTRATIVE RECORDS REQUEST FORM**

**Requestor Information:**

Printed Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City State Zip 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:

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

**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 at [https://okanogancounty.org/government/district\\_court\\_/index.php](https://okanogancounty.org/government/district_court_/index.php). 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: *District Court Public Records Officer* Phone: (509) 422-7170

Fax: (509) 422-7174 E-mail Address: [districtcourt@co.okanogan.wa.us](mailto:districtcourt@co.okanogan.wa.us)

Address: *Box 980, 149 3<sup>rd</sup> Ave. N., Okanogan, WA 98840*

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

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

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## Response to Request for Administrative Public Records

To Whom It May Concern:

Your request for public records has been received. Please see the boxes checked below to determine how to proceed.

Further action is needed in order to process your request. In order to be most responsive, the court/judicial branch agency would like you to clarify all or part of your Records Request. Please contact the Public Records Officer at your earliest convenience.

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

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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There are no administrative records responsive to your request.

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The requested records will be available as copies no later than \_\_\_\_\_. The cost to you for copies of the documents you request is \$\_\_\_\_\_.

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Staff will need to research documents to properly comply with your records request. Research fees are set at \$20 per hour after the first free hour (charged in ½ hour increments). It is estimated that it will take \_\_\_\_\_ additional hours to research your request beyond the first free hour.

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Due to the size of your request, a deposit in the amount of \$\_\_\_\_\_ is required. Future deposits will be required prior to the production of future installments, if applicable.

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**TOTAL** cost for deposits, copies, and/or research fees (if applicable) is \$\_\_\_\_\_. This cost must be prepaid before the documents are provided to you or any research exceeding 1 hour will be commenced. Any excess amount paid based upon estimated time and costs will be refunded. Any additional costs or fees that become necessary to fulfill the request will become due immediately upon receipt.

If you do not wish to pay for copies but prefer to review the documents, please contact the Public Records Officer to arrange a suitable time for viewing. The Public Records Officer can be reached by telephone at (509) 422-7170 or by email at [districtcourt@co.okanogan.wa.us](mailto:districtcourt@co.okanogan.wa.us).

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Your request for public records has been received. The record(s) you requested are exempt from disclosure pursuant to GR 31.1 for the following reasons:  Personal identifying information  Minutes of meetings held exclusively among judges along with any staff  Improper request for lists of individuals for commercial purposes  Other exemption under GR 31.1(L) (*specify*) \_\_\_\_\_

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

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The record(s) you request have been redacted for the following reasons: \_\_\_\_\_

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If you wish to seek review of the Public Records Officer's decision(s) on your request, you must request a review as outlined in GR 31.1 and in the enclosed Request for Review procedures.

Please be aware that people named in the documents you requested may have been notified of your request. General Court Rule 31.1 (GR 31.1) states that any person who is identified in a requested document may ask for the document not to be disclosed because of safety, security, and/or right to privacy concerns. It is possible that legal action will be taken to prevent the disclosure of the records you have requested. If this happens, we will wait until a judge has had an opportunity to review and act on the request to prevent publication.

Please be aware that chambers records – records maintained or created by judges or their chambers staff – are not administrative records subject to disclosure under General Court Rule 31.1.

