

General Court Rule 31.1  
Island County Superior Court

## 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.

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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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Upon locating documents I request to receive a response via:

Inspection Only [  ] E-mail [  ]

Pick-up [  ] By mail [  ]

Fax [  ]

**Procedures:**

- (1) This form, or any written Administrative Records Request, must be submitted in-person or mailed to the Superior Court Administration office located at 101 NE 6<sup>th</sup> Ave., Coupeville, WA 98239 or by fax at 360-679-7383.
- (2) The Public Records Officer will respond within five (5) working days from receipt of this administrative records request.
- (3) 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 Island County Superior Court website at <https://www.islandcountywa.gov/SuperiorCourt/>, or you may call Island County Superior Court Administration at 360-679-7361. 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: Megan Frazier      Phone 360-679-7361

Fax: 360-679-7383