

Skagit County District and Municipal Courts Administrative Records Request Form

Requester 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, 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 the following websites:

District Court: <http://www.skagitcounty.net/Departments/DistrictCourt/main.htm>

District Court Probation: <http://www.skagitcounty.net/Departments/DistrictCourt/main.htm>

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: Deannie Nelson

Phone (360) 336-9319

Fax: (360) 336-9318

E-mail Address: districtcourt@co.skagit.wa.us

Request Received: _____ at _____ AM/PM

By: _____