



**King County
District Court
Office of Presiding Judge**

Request for Administrative Public Records

GENERAL COURT RULE 31.1

ABOUT REQUESTS

In most cases, the Court's Public Records Officer will send you a response within five business days of submitting your request. The response will acknowledge your request with a Request ID # and one or more of the following:

- Requested records provided.
- Anticipated date available.
- Expected costs required to proceed.
- Further clarification required.
- Explanation for non-disclosable records.

For information on costs associated with public records requests, visit our [webpage](#) or contact us.

SUBMIT REQUEST

Submit your completed form by one of the following methods.

US MAIL
 King County District Court
 Attn: Public Records Officer
 516 Third Avenue, W-1034 Seattle, WA 98104

EMAIL
 RecordRequests.KCDC@kingcounty.gov

QUESTIONS? Contact Us

Visit our [website](http://www.kingcounty.gov/courts/district-court/about/Administrative%20Public%20Records.aspx) <http://www.kingcounty.gov/courts/district-court/about/Administrative Public Records.aspx>
 Call: 206-263-1852
 Email: RecordRequests.KCDC@kingcounty.gov

REQUESTER

Indicate how you prefer to receive communication.

Email **U.S. Postal Service**

Name (First, Middle Initial, Last)

Agency/Company

Address (Street, City, State, Zip Code)

Phone

Email Address

REQUESTED RECORD(S)

Provide a written description of the record(s) you would like to inspect. Be as specific as possible, and include details such as name, location, date, and type of record. Attach additional pages if necessary.

COMMERCIAL USE

Indicate whether these materials will be used for commercial purposes.

Yes **No**

Signature (Typed name acceptable when submitting electronically)

Date

By signing this form, you are accepting responsibility for potential costs associated with requesting records.