



King County

**District Court
Office of Presiding Judge**

Request for Review of Decision

GENERAL COURT RULE 31.1

REQUESTING A REVIEW

If you disagree with the decision that the record you requested cannot be disclosed or has been redacted, you may choose to request a review.

Requests for review must be received within 90 days of the public records officer's decision. The initial internal review will be held within five business days or as soon as practical from the date the request was received.

For more information on the process to appeal a decision, visit our [web page](#) 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 with area code

Email Address

RECORDS REQUEST ID#

Found on the records request response you received

DESCRIPTION OF RECORD(S)

Describe the record(s) you requested that were not released or the information that was withheld. Attach additional pages if necessary.

REASON FOR APPEAL

Describe in detail why you believe the public records officer's decision may be incorrect. Attach additional pages if necessary

Signature (Typed name acceptable when submitting electronically)

Date