**REQUEST FOR INFORMATION / DATA DISSEMINATION**

Please complete and return this form to:

Department of Judicial Administration

Attn: Arnold Bahr

516 Third Avenue

Seattle, WA 98104-2386

or

Email: [Arnold.Bahr@kingcounty.gov](mailto:Arnold.Bahr@kingcounty.gov)

**\*\*Do not send payment with this form. You will be invoiced at a later date.\*\***

The information you provide below is necessary to process your request for data from KC-SCRIPT. Your request is subject to approval. Upon approval, the request will be forwarded to a programmer who will examine it and contact you to work out any necessary details. There is a charge for such reports as governed by JISC policy. If you have questions about this form, please contact the Data Dissemination Coordinator at (206) 477-3033.

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| --- | --- | --- | --- |
| **Name:** | | | |
| **Agency or Company:** | | | |
| **E-mail Address:** | | | |
| **City:** | **State:** | | **Zip:** |
| **Day or Work Phone:**  **(with area code)** | | **Fax Number:**  **(with area code)** | |

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| **Information Requested (provide as much detail as possible and attach additional pages if necessary):** | |
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| **What will the information be used for?** | |
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| **To whom will the data be disseminated?** | |
|  | |
| **If this information concerns a named individual, please give necessary identifying information (i.e. date of birth, driver’s license number, most current address, etc.):** | |
|  | |
| **Date information is needed:** | **Medium Requested:**  **CD  Paper  E-mail Attachment** |

The following fees are applied to information requests that require generation of a report from JIS. Fees do not include printed copies of electronic documents such as dockets or screen prints.

Administrative Costs

• Data Warehouse Evaluation/Research/Programming: $55.00/Hour

• Data Reporting Evaluation/Research: $54.00/Hour

• CPU Minutes: $12.00/Minute

• Administrative Fee: $50.00/report

Material Costs

• Hardcopy: $1.00/Page

• Electronic File: No Charge

**I, the undersigned:**

* **Agree to use and distribute the information only as provided in the above referenced statement of intended use;**
* **Agree not to use the data received under this request for the commercial solicitation of individuals named in the records (Data Dissemination Policy III.C; GR31(g)(3));**
* **Agree to pay, unless payment is waived, the cost quoted or invoiced by the Department of Judicial Administration;**
* **Understand that the Department of Judicial Administration make no representation as to the accuracy or completeness of the data;**
* **Agree to indemnify and hold harmless the Department of Judicial Administration from any claims or damages arising from the use and distribution of the information responsive to this request; and**
* **Certify, under penalty of law, that all the information supplied above is true and a complete description.**

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| **Signature of Requestor:** | **Date:** |