



# King County

Department of Judicial Administration  
(206) 296-9300 | (206) 296-0100 TTY/TDD

## PUBLIC RECORD REQUEST

### Requestor Information

Name: \_\_\_\_\_ Request Date: \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### ATTENTION

**Do NOT use this form to request documents from a court file.** This form is only to be used for requesting public records governed by the *Public Records Act, Revised Code of Washington (RCW) 42.56.010*.

To learn more on how to request court file records, please visit the Superior Court Clerk's webpage at <https://www.kingcounty.gov/courts/clerk/access-records/records.aspx>

### Public Record Request

**Describe the specific records/documents you are requesting.**

---

---

---

---

**If known, please provide a date range specific to your request.** (Example: Jan 2005 to Apr 2005)

---

---

**Please provide any additional information that may help us respond to your request such as names or keywords.**

---

---

---

---

---

**How do you want to be informed of the status of your request for accommodation?**

- Phone    Postal Mail    E-mail    In person  
 Other (*please specify*) \_\_\_\_\_

Return completed form(s) to the Department of Judicial Administration via contacts below.

Physical Mail: 516 Third Avenue Room E609   -or-   E-mail: [elizabeth.willoughby@kingcounty.gov](mailto:elizabeth.willoughby@kingcounty.gov)  
Seattle, WA 98104-2386   [lmay@kingcounty.gov](mailto:lmay@kingcounty.gov)