



## Requestor Information

Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## ATTENTION

### Public Record Request

**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>

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

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

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

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**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  
Seattle, WA 98104-2386

-or-

E-mail: [danielle.anderson@kingcounty.gov](mailto:danielle.anderson@kingcounty.gov)  
[elizabeth.willoughby@kingcounty.gov](mailto:elizabeth.willoughby@kingcounty.gov)