

King County Superior Court  
**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 Superior Court  
Attn: Court Administration  
516 Third Avenue, C-203  
Seattle, WA 98104

**Email:** [SCAdminRecordsOffice@KingCounty.gov](mailto:SCAdminRecordsOffice@KingCounty.gov)

**Fax:** (206) 205-1360

**Questions? Contact Us**

Visit our [website](#)

<http://www.kingcounty.gov/courts/SuperiorCourt/info/public-disclosure.aspx>

Call (206) 477-4342

Email: [SCAdminRecordsOffice@KingCounty.gov](mailto:SCAdminRecordsOffice@KingCounty.gov)

**REQUESTER**

Indicate how you prefer to receive communication  Email  U.S. Postal Service

**Name** (First, Middle Initial, Last)

**Address** (Street, City, State, Zip Code)

**Phone** with area code

**Email Address**

**DESCRIPTION OR 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**