PUBLIC RECORDS REQUEST FORM

Today’s Date: ______________________

The King County Department of Public Defense is committed to responding to your request for public records in an efficient and prompt manner. In order for us to process your request, we need a clear, specific description of the records that you would like.

Please describe the documents:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

YOUR NAME: ____________________________________________ (Please PRINT)

ADDRESS: ____________________________________________

PHONE: ____________________________________________

E-MAIL: ____________________________________________