KITSAP COUNTY SUPERIOR COURT

Request for inspection/copies of Administrative Records

Pursuant to GR 31.1

[ ]  This is a request to inspect the Kitsap County Superior Court records identified below.

[ ]  This is a request for copies of the Kitsap County Superior Court records identified below.

**Procedure:**

1. The Kitsap County Superior Court Public Records Officer will respond within five (5) business days from receipt of this written request for administrative records.
2. The procedures, the fee structure for providing records, and the process for appealing the decision of the Public Records Officer regarding exemptions, redaction and identification of the records can be found at [www.kitsap](http://www.kitsap).gov/sc. If you would like a printed copy of the procedures, contact the Kitsap County Superior Court Public Records Officer.

Requestor Information

Printed Name:

 Last First MI

Mailing Address:

 Street City State Zip

Telephone: Home ( ) Cell ( )

Email Address:

Signature:

**Description of requested administrative record(s)**

***It is important to be as specific as possible as to name, location, date, and type of record requested.***

For additional information or assistance, contact the Kitsap County Superior Court Public Records Officer:

**Frank Maiocco, Court Administrator, 360-337-7140, Ext. 3305, 614 Division St. MS24, Port Orchard, WA 98366,** **fmaiocco@kitsap.gov****.**

PRO Use Only:

Date Request Received: Time: [ ] postal [ ] via email [ ] hand

By: Response Date: