



THURSTON COUNTY DISTRICT COURT

Judge Susan A. Dubuisson
Department 1

Judge Samuel G. Meyer.
Department 2

Judge M. Brett Buckley
Department 3

PUBLIC RECORDS REQUEST FORM:

Name of requestor w/ agency name if applicable: _____

Contact Information: Please indicate how you wish to be contacted when your request is prepared or when copy costs have been determined:

By E-mail: My email address: _____

By Phone: My telephone number is: _____

Instructions for obtaining completed request: Please indicate if you would like your completed request mailed, faxed, or picked up after costs have been paid: **Address mandatory.**

Fees are as follows: Criminal/Civil: \$0.75 per page. Certified \$5 per document, but for CV/SC \$5 plus \$1 per page.

Audio Requests are \$20 each and must be prepaid, no exceptions. Include the date of the hearing under other.

Mailed: My mailing address is: _____ Apt/Sp. #: _____

City: _____ St: _____ Zip: _____

By Fax: My FAX number is: (_____) _____

Pick-up: I wish to pick up my request at Thurston County District Court during regular business hours of 8:30 am to 4:30 pm Monday through Friday.

*Defendant Name: _____

*Required Case Number(s): _____

*** I wish to request the following documents: ~ Check those that apply ~**

Judgment/Sentence Complaint/Citation / Information No Contact Order

Plea agreement Stipulated Order for Continuance AH or DV Petition/Order

Electronic Docket Other (Be specific): _____

Certified copies at \$5 each – list documents from above here: _____

***Please note: *Arrest records are obtained from WA State Patrol and driving records from DOL. The court usually does not have copies of Police Reports; you should contact the LEA that issued the citation.** *Copies of Deferred Prosecutions will not be disseminated to third parties. Court personnel cannot perform case searches for you; you must provide case numbers. You will be notified if **prepayment is required** before your documents will be prepared. If the documents have not been claimed in 30 days, re-application and prepayment are required. File reviews are only handled by appt only. *Closed cases over 3 years met State retention guidelines and have been destroyed – only an electronic docket is available and will be sent in lieu of your request unless noted otherwise. For more information regarding records requests, contact the District Court Judicial Assistant at (360) 786-5562.

Signature of Requestor: _____ **Today's Date:** _____

Internal Use: Prev. payment recvd: \$ _____ Dt Requestor advised: _____ Amount Due: \$ _____
