



THURSTON COUNTY PROSECUTING ATTORNEY
Public Records Requests Notice

1. Office Organization

a. ADMINISTRATION

Preparation of the office budget and performance of accounting, personnel and other administrative functions of the office.

b. CRIMINAL DIVISION

(1) Felony Team

Prosecutes felony cases in Superior Court

(2) Juvenile Offender Team

Prosecutes juvenile cases in Juvenile Court

(3) Misdemeanor Team

Prosecutes misdemeanors and traffic infractions in District Court

(4) Domestic Violence Team

(5) Special Victims Team

c. CIVIL DIVISION

(1) Civil Team

Provides legal advice and representation to County offices and departments.

(2) Family Support Team

Handles paternity and child support cases.

2. Office Location

a. MAIN OFFICE

(1) Prosecuting Attorney

(2) Administration

(3) Felony Team

The main office is located on the second floor of Building 2 at the Thurston County Courthouse, 2000 Lakeridge Dr SW, Olympia.

b. OTHER LOCATIONS

(1) Misdemeanor Team

(2) Domestic Violence Team

(3) Family Support Team

These teams are located at 926 24th Way SW, Olympia

(4) Civil Team

This team is located on the second floor of 2424 Evergreen Park Dr SW, Ste. 102, Olympia

(5) Juvenile Offenders Team

This team is located on the second floor of the Family & Juvenile Court Building, 2801 32nd Avenue SW, Tumwater.

(6) Special Victims Team

This team is located at the Children's Justice & Advocacy Center, 2000 Lakeridge Dr. SW, second floor of Building 2, Olympia, WA 98502.

3. Procedures for Requesting Documents

The public may request documents for review between the hours of 8 a.m. and 5 p.m., Monday through Friday.

WENDY IRELAND has been appointed the Prosecuting Attorney's Office Public Records Officer and requests should be made to her in the main office. The main office is located at 2000 Lakeridge Dr SW, second floor of Building 2, Olympia, WA.

The Prosecuting Attorney finds that maintaining an index is unduly burdensome and would interfere with office operations. The requirement would unduly burden or interfere with office operations because the staff time needed to develop and continually update, amend or change these indexes would interfere with the effective and timely office operations. 2.02.030 TCC.

In order to maintain the integrity of records, records must be reviewed under the supervision of a prosecuting attorney's office employee during regular business hours, which are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays. To the extent possible, a person requesting public records must make their request in writing. A Request for Public Records form is available from the Prosecutor's Office. The requestor must provide name, mailing address and a specific description of the document requested.

4. Copy Charges

If you wish a copy of a document, you will be charged 15 cents per page, payable in advance.