



THURSTON COUNTY DISTRICT COURT

“Serving Justice through Serving People”

Judge Kalo Wilcox
Department 1

Judge Samuel G. Meyer
Department 2

Judge M. Brett Buckley
Department 3

Paul Wohl
Court Commissioner

ADMINISTRATIVE RECORDS REQUEST FORM

REQUESTOR'S INFORMATION: All information in this section is required.

Name: _____	Agency: _____
Phone: _____ Fax: _____	Email: _____
Address: _____	
City: _____	State: _____ Zip: _____

If this request is being made on behalf of another person or agency, please indicate for whom it is being made and the relationship of the request to that person. _____

Is this a request to inspect the records at District Court or for copies of the documents? _____

What documents are you requesting? Please be as specific as possible and include name, location, date and type of record, if known. Attach additional sheets if necessary.

After the request is completed, you will be notified of the fees. After paying the fees, you may pick the documents up at District Court during regular business hours of 8:30a.m. - 4:30p.m., Monday through Friday.

If you cannot pick up the documents, please indicate how you wish to receive them (mail, email, or fax): _____

Documents not claimed within 30 days are subject to reapplication and prepayment will be required, including any previous unpaid fee(s).

Signature: _____ Date: _____

Send request to: Public Records Officer
Thurston County District Court
2000 Lakeridge Dr. SW, Bldg 3
Olympia, WA 98502-6045

Or email to: thurstondistct@co.thurston.wa.us

Internal use only:	
Date received: _____	By: _____
Date requestor notified: _____	By: _____
Amount due: \$ _____	