



# 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

## COURT RECORDS REQUEST FORM

**REQUESTOR'S INFORMATION** \* Indicates required information; without it your request cannot be processed.

\*Name: \_\_\_\_\_ Agency (if applicable): \_\_\_\_\_

\*Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_ Apt#: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address \_\_\_\_\_

**RECORD/DOCUMENT INFORMATION** \* Indicates required information; without it your request cannot be processed.

\*Defendant's Name: \_\_\_\_\_

\*Case Number(s): \_\_\_\_\_

**Court staff cannot perform case searches for you; you MUST provide case number(s) or your request cannot be processed.**

### WHAT DOCUMENTS DO YOU WANT?

Complaint/Citation/Information    Judgment/Sentence Form    No Contact Order    Plea Agreement  
 Stipulated Order for Continuance    AH or DV Petition/Order    Electronic Docket    Other (specify below)

**DO YOU NEED CERTIFIED COPIES?**  YES    NO

**Criminal and Civil cases: \$5 per document ; Small Claims cases: \$5 per document. Do not include payment at this time.**  
You will be contacted by the public records officer with the exact amount and the method of payment.

List the specific documents you would like certified: \_\_\_\_\_

After fees have been paid copies may be picked up at the District Court during regular business hours from 8:30 a.m. to 4:30 p.m.

If you cannot pick up your documents please indicate your preferred delivery method (circle one):   Mail   Fax   Email

**If documents are not claimed within 30 days, re-application and prepayment will be required including previous fee(s).**  
**For more information contact the District Court Judicial Assistant at (360) 786-5562.**

**Signature of requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Internal Use Only: Date Requestor Advised:** \_\_\_\_\_ **Amount Due: \$** \_\_\_\_\_