

WALLA WALLA DISTRICT COURT

REQUEST FOR PUBLIC RECORDS

317 W. Rose Street
Walla Walla, WA 99362
Phone (509) 524-2760
Fax (509) 524-2775
www.wwdistrictcourt.com

\$20.00 Records Search Fee per request

WHAT TYPE OF DOCUMENTS WOULD YOU LIKE? COURT RECORDS OR ADMINISTRATIVE RECORDS? (CIRCLE ONE)

DO YOU NEED CERTIFIED COPIES? YES / NO (circle one)

- Complaint/Citation/Information Judgment/Sentence Form No Contact Order Plea Agreement
 Stipulated Order for Continuance AH or DV Petition/Order Electronic Docket

Other (specify) _____

After fees have been paid, copies may be picked up at the court during regular business hours from 9:00 a.m. to 4:00 p.m.
If you cannot pick up your documents, please indicate your preferred delivery method (circle one): Mail / Fax / E-mail

RECORD/DOCUMENT INFORMATION **For Court Records, must have one of the following combinations: 1) Name and date of birth of a party (the defendant in a criminal matter or either party in a civil matter); 2) Name and Washington driver's license number of a party (the defendant in a criminal matter or either party in a civil matter); 3) Case number.*

Other helpful information is the type of charge and date of violation or nature of case if a civil matter.

Party's Name: _____

Party's Date of birth: _____

Party's Driver's License Number / State: _____

Case Number(s) (or) Type of Case (or) Date of violation: _____

If you are requesting Administrative Records, describe the requested records below or attach a separate sheet:

REQUESTOR'S INFORMATION (if different than Party information)

Name: _____ Agency (if applicable): _____

Telephone #: _____ Fax #: _____

Mailing Address: _____ Apt#: _____

City: _____ State: _____ Zip: _____

E-mail Address _____

If documents are not claimed within 30 days, reapplication and prepayment will be required including previous fee(s).

If my request is for a list of individuals, I certify under penalty of perjury under the laws of the State of Washington that the information obtained through this request will not be used for commercial purposes. (RCW 42.17.260(9)). I understand that the Walla Walla District Court does not warrant the accuracy or completeness of data provided electronically.

Signature of requestor: _____ **Date:** _____

Internal Use Only: Date Received _____ **Paid** _____ **Cash/Check/Card**

Clerk Initials: _____

All Administrative Records requests are subject to GR 31.1 and the Walla Walla District Court Administrative Public Records Requests Policy and Procedures, which can be found at https://www.co.walla-walla.wa.us/government/district_court/records.php.