



Date Filed: _____

Snohomish County District Court provides records pursuant to GR 31 and/or GR31.1 as applicable. By submitting this request, the requestor is agreeing that information provided by Snohomish County District Court will not be released to any unauthorized persons or used for any commercial or other unauthorized purposes.

Requestor Name: _____

Phone/Email/Fax: _____

Address: _____

- 1. Defendant Case History (DCH) Record Requests:** Please print full name and date of birth of the subject you are seeking DCH records for.

- 2. Court Records or Administrative Record Requests:** For Court records, include subject's full legal name and any aliases, date of birth, charges, date of violation or filing, date of hearing(s), and case number. Please indicate what record/s you are seeking example: Docket, Judgment & Sentence, Complaint etc. For Administrative records, ensure you provide information necessary to identify the records and subject of your request.

- 3. Recordings of Proceedings Requests:** FTR Gold format can only be played on a computer with at least a Windows XP (or newer) operating system and the FTR Player (<http://www.fortherecord.com/products/player/>). \$20.00 per CD. Fees for recordings must be pre-paid.

Case Number: _____ District Court Division: _____
Date of Hearing: _____ Courtroom: _____

Do your documents need to be certified? Yes _____ No _____

Certified copies are \$5.00 for the first page and \$1.00 for each additional page. If no box is checked, non-certified copies will be provided. Note – Fees for Administrative records will be assessed according to GR 31.1(h)(4) and the District Court policy which can be found at www.snoco.org. **Requestors will be contacted by Court staff with a cost estimate of certified records.**

Snohomish County District Court Records Policies, Procedures, Fee Structure, and Appeal Processes can be found at www.snoco.org. Please be aware that chambers records (records maintained or created by judges or their chambers staff) are not subject to disclosure pursuant to GR 31.1.