

Snohomish County Superior Court

Request for Review of Public Records Specialist's Decision

Form 3

**Request Received by
Public Records
Specialist**

Date _____ Time _____

In Person eMail Mail Fax

Petition for internal review must be submitted in writing to the Public Records Specialist within 90 days of issuance of Public Records Specialist's decision. Petition for external review must be submitted in writing to the Public Records Specialist within 30 days of issuance of the court's internal review decision. External review may only be requested after completion of an internal review.

Requester Name _____

Address _____

Phone _____ Fax _____ E-mail _____

Description of Record(s) to be Reviewed: Please provide the tracking number and a brief description of the records for which you are requesting review. Provide the reason that you believe that a review is necessary including which record or information you believe was redacted and/or withheld in error.

Type of review requested? Internal External .

If requesting an external review, has an internal review been completed? Yes No . Date: _____

Request to be submitted to:

Snohomish County Superior Court
3000 Rockefeller Ave, MS 502
Everett, WA 98201

Fax:
425-388-3498

Email:
PubDisclosure.SupCourt@snoco.org

Approval for Review of Administrative Records:

Request forwarded to: _____ Date _____

Forwarded by: _____ Phone: _____

**Response Provided to
Requester:**

Date _____ Time _____