

# **SNOHOMISH COUNTY DISTRICT COURT RECORDS FEE POLICY**

## **COURT RECORDS AND ADMINISTRATIVE RECORDS**

Effective Date: January 2, 2018

Approved 12/20/17:

Lauren Bjurstrom

Review period: Annually

Last Revised: 07/12/19



### **1) POLICY STATEMENT**

**Snohomish County District Court shall assess costs and fees for all requests for court records and administrative records in accordance with General Rule 31, General Rule 31.1 (h) and RCW 3.62.060.**

#### **Overview**

This policy sets forth the process by which Snohomish County District Court will determine fees and costs associated with a request for court records and administrative records. This policy shall be liberally construed to provide public access to District Court records in the spirit of transparent and open government.

This fee schedule shall be reviewed on an annual basis, and is subject to change at the discretion of the Court.

No fees will be charged to view court records or administrative records in the courthouse. A requestor will not be allowed to copy, scan or otherwise reproduce any portion of the administrative record without the assistance of the Public Records Officer (PRO) or Public Disclosure Administrative Specialist (PDAS) or other court staff.

#### **A) FEES FOR COURT RECORDS GR31, RCW 3.62.060**

Fees for court record photocopies, certifying copies, exemplifying an instrument on file or a record are as follows:

Certifying a record:

\$5.00 first page, \$1.00 each additional page, \$2.00 per each additional seal other than the first page.

Exemplifying an instrument on file, or of a record:

\$5.00 first page, \$1.00 each additional page, \$2.00 per each additional seal other than the first page.

Copies and Recordings:

Without a seal, on file, in the clerk's office each copy is .50 cents per page

Copies made onto a compact disk \$20.00 for each compact disk

Duplication of the electronic recording is \$10.00 per tape or per electronic storage medium.

**B) FEES FOR ADMINISTRATIVE RECORDS GR 31.1 (h)**

Research and Preparation fees will be charged required to fulfill a request for Administrative records if the time to process the request takes longer than 1 (one) hour at \$30.00 per hour. There is no charge for the first hour of preparation and research.

- i) An estimate of any cost/s will be determined by the Public Records Officer (PRO) or the Public Disclosure Administrative Specialist (PDAS) at the time of the request.
- ii) The requestor will be provided the fee estimate and a deposit up to 50% may be required to be paid prior to the collection of records.

Certifying a record:

\$5.00 first page, \$1.00 each additional page, \$2.00 per each additional seal other than the first page.

Exemplifying an instrument on file, or of a record:

\$5.00 first page, \$1.00 each additional page, \$2.00 per each additional seal other than the first page.

Copies and Recordings:

Without a seal, on file, in the clerk's office each copy is .25 cents per page

Copies made onto a compact disk \$20.00 for each compact disk

Duplication of the electronic recording is \$10.00 per tape or per electronic storage medium.

### **C) WAIVING FEES**

No fees will be charged to in-state criminal justice agencies, public defense organizations or private counsel assigned by the Office of Public Defense (OPD)

### **D) REDUCED FEES**

A Reduced Fee Program will be provided to eligible persons based upon the requestor's ability to pay. Ability to pay is determined by the household size and monthly income relative to a discount schedule based upon federal poverty income guidelines.

- i) Requestors with verified income at or below 100% of federal poverty guidelines will be charged a fee of \$10 per hour for research and preparation services required to fulfill a request taking longer than one hour.
- ii) Requestors with verified income at or below 200% of federal poverty guidelines will be charged a fee of \$15 per hour for research and preparation services required to fulfill a request taking longer than one hour.
- iii) Requestors with an income of above 200% of federal poverty guidelines will be charged the standard fee of \$30 per hour for research and preparation services required to fulfill a request taking longer than one hour.
- iv) Application for the reduced fee program must be completed and submitted to the PRO/ PDAS within 5 days of the initial request and before records are provided. If completed application is not provided within this time, the application for reduced fees will not be considered and the requestor will be responsible for full payment of fees.
- v) Requestors applying for the fee discount program must provide a true and correct affidavit of monthly income and family size.
- vi) Determination of eligibility will be made by the PRO/ PDAS within 10 days of receipt and will be final.

### **E) PAYMENT OF FEES**

- i) Fees may be made by cash, check or by credit or debit card.
- ii) If fees are paid by check, there will be a two week holding on the release of documents, for clearance of monetary instrument.
- iii) No records will be provided until all fees are paid in full.
- iv) Fees for recordings must be pre-paid.

**F) BULK DATA REQUESTS**

A court records request for bulk distribution may be referred to the Administrative Office of the Courts (AOC) by the PRO/ PDAS if such a request will create an undue burden on court operations because of the amount of resources required to satisfy the request. GR 31(g)(2)