

**Snohomish County District Court**  
Request for Review of Public Records Officer's Decision



<b>Request Received by Public Records Officer</b>		Date _____	Time _____
In Person <input type="checkbox"/>	eMail <input type="checkbox"/>	Mail <input type="checkbox"/>	Fax <input type="checkbox"/>

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

Requestor 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.

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**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 District Court Public Records Officer 3000 Rockefeller Ave. M/S 508 Everett, WA 98201		Fax: 425-388-3411 x2405	Email: <a href="mailto:SDC-PubDisclosure@snoco.org">SDC-PubDisclosure@snoco.org</a>
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**Approval for Review of Administrative Records:**

Request forwarded to: \_\_\_\_\_ Date \_\_\_\_\_

Forwarded by: \_\_\_\_\_ Phone: \_\_\_\_\_

**Response Provided to Requester:** \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_