

# Research Request Form

This form is used to make a request for the Clerk's Office to perform a historical search and/or conduct an exceptional records search. Per RCW 36.18.016, the fee for this service is \$30.00 per hour.

Please allow ten (10) business days for this request to be processed and ready for pick-up or mailing.

## Requestor Contact Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Research Request Information

Approximate year of filing: \_\_\_\_\_

Case Type (i.e. Civil, Domestic, Criminal, etc): \_\_\_\_\_

Document(s) requested: \_\_\_\_\_

Petitioner/Plaintiff's name (if known): \_\_\_\_\_

Respondent/Defendant's name (if known): \_\_\_\_\_

Pick Up @ Clerk's Office

Return by Mail (must include self-addressed stamped envelope or \$2.50 per CD mailing fee)

Total Amount Sent for Request: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Please mail this form along with payment in the form of a cashier's check or money order made payable to Snohomish County Clerk. If return via mail is selected you must include a self-addressed stamped envelope that is sufficient to cover the return postage of the requested documents.

Snohomish County Clerk's Office  
3000 Rockefeller Avenue  
M/S 605  
Everett, WA 98201

***You may be contacted for additional sums if your request exceeds the funds originally collected.  
Your request will be mailed/available for pick up once payment has been made in full.***

*Clerk's Office Use Only*

Date Completed: \_\_\_\_\_

Employee Initials: \_\_\_\_\_