

Mason County Superior Court and Juvenile Court Services Administrative Records Request Form

This is a Request for access to court administrative records under GR 31.1 for Mason County

Superior Court Juvenile Court Services.

For information on how to access **court case** records, please contact the Clerk of Court at (360) 427-9670 ext. 346 or www.co.mason.wa.us/clerk.

Requester Information:

Printed Name: _____
 Last First MI

Address: _____
 Street City State Zip Code

Telephone: () _____ () _____ FAX: () _____

E-mail Address: _____

Signature: _____

Description of Requested Administrative Record (s). It is important to be as specific as possible as to name, location, date, and type of record requested. *Please use additional sheets as necessary.*

[] This is a request to inspect the records identified above.

[] This is a request for copies of the records identified above.

[] Other:

Explain please _____

Procedures:

- (1) The Public Records Officer will respond within five (5) working days from receipt of this administrative records request.
- (2) The procedures, the fee structure for providing records and the process for appealing the decisions of the Public Records Officer regarding exemptions, redaction and identification of the records can be found on the Superior Court pages of the Mason County Website. If you would like a printed copy of the procedures, please contact the public records officer using the information noted below.

Public Records Officer:

For **Mason County Superior Court**, direct your completed Request Form to:

Superior Court Administrator
Mason County Superior Court
419 N 4th, 2nd Floor Courthouse
P.O. Box X
Shelton, WA 98584
Telephone: 360-427-9670 ext. 348
Fax: 360-427-8443
Email: SuperiorCtAdminRecords@co.mason.wa.us

For **Mason County Juvenile Court Services**, direct your completed Request Form to:

Juvenile Court Administrator
Mason County Juvenile Court Services
Building 3, 426 W Cedar Street
P.O. Box 368
Shelton, WA 98584
Telephone: 360-427-9670 ext. 337
Fax: 360-427-7785
Email: JuvenileCtAdminRecords@co.mason.wa.us

For Office use only:

Date Request Received: _____ Time: _____ postal via email hand

By: _____