

MASON COUNTY SUPERIOR AND JUVENILE COURT SERVICES  
Request for Internal Review of GR 31.1 Records Officer's Decision(s)

This is a request for internal review of decisions made by the  Superior Court  Juvenile Court Services public records officer regarding access to court administrative records under GR 31.1.

**Requester Information**

Printed Name: \_\_\_\_\_  
Last First MI

Mailing Address: \_\_\_\_\_  
Street City State Zip

Telephone: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**Original 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.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of requester's concerns regarding the decision(s) of the public records officer.** *Please be specific as possible as to name, location, date, type of record requested and PRO's decision(s).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submit your completed form to:**

**For Superior Court:**  
Superior Court Administrator  
419 N 4<sup>th</sup>, 2<sup>nd</sup> 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](mailto:SuperiorCtAdminRecords@co.mason.wa.us)

**For Juvenile Court Services:**  
Juvenile Court Administrator  
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](mailto:JuvenileCtAdminRecords@co.mason.wa.us)

PRO Use Only: Date Request Received: _____ Time: _____ <input type="checkbox"/> postal <input type="checkbox"/> via email <input type="checkbox"/> hand By: _____ Response Date: _____
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