



SEATTLE MUNICIPAL COURT DATA DISSEMINATION AGREEMENT

All requests are subject to approval and compliance with Washington State Court Rule, General Rule 31, Access to Court Records, and Seattle Municipal Court Policy. Fulfillment of approved requests subject to payment of fees as described in this agreement.

The following information is required for the Seattle Municipal Court to evaluate your request for court data from the Municipal Court Information System (MCIS).

Upon approval, the request will be forwarded to a programmer who will evaluate the request and provide a cost estimate. The Public Information Officer will provide this information to the requestor and confirm approval to proceed with producing the data.

Please complete and return this form to:

**Gary Ireland
Public Information Officer
Seattle Municipal Court
600 Fifth Avenue, 11th Floor
PO Box 34987
Seattle, WA 98124-4987**

Name:

Agency/Company:

E-mail Address:

Mailing Address:

City:

State:

Postal Code:

Day or Work Phone:

Fax No.:

Information requested (please be specific and provide as much detail as possible including SMC violation codes, data fields requested, etc.):

What will the information be used for? What precautions are in place to ensure information will only be used for this purpose?

Will the data be disseminated? If so, please describe.

If this information concerns a named individual, please provide necessary identifying information (i.e. date of birth, Driver's License number, current address, etc.):

The following fees are applied to information requests that require generation of a report from MCIS. Fees do not include printed copies of electronic documents such as dockets or screen prints.

Administrative Fee	\$25.00/report
Evaluation/Research/Programming	\$40.00/hour
MCIS System Run Time	\$10.00/minute
Materials:	\$.15/page
	\$10.00/CD

I, the undersigned:

- Agree to use and distribute the information only as provided in the above referenced statement of intended use;
- Agree not to use for commercial purposes;
- Agree to take reasonable precautions to prevent disclosure of information beyond the above referenced statement of intended use;
- Agree to pay, unless payment is waived, the cost upon fulfillment of the request and receipt of an invoice from Seattle Municipal Court;
- Understand that Seattle Municipal Court makes no representation as to the accuracy and completeness of the data except for court purposes and requestor agrees to indemnify and hold harmless the Seattle Municipal Court from any claims for damages arising from requestor's use and distribution of the information; and
- Certify, under penalty of law, that all the information supplied above is true and a complete description.

Signature of Requestor

Date

To be completed by Seattle Municipal Court:

- Approved as Requested **Fee to Complete Request:** _____
- Approved with Modifications – specify: _____
- Not Approved **Fee to Complete Request:** _____

**Seattle Municipal Court
Public Information Officer**

Date