

THE MUNICIPAL COURT OF SEATTLE



REQUEST FOR ADMINISTRATIVE PUBLIC RECORDS

Seattle Municipal Court provides records in accordance with Washington State Court Rule, General Rule 31.1 – Access to Administrative Records.

REQUESTOR

How do you want SMC to communicate with you about this request: Email Phone Mail

Legal Name (First, Middle Initial, Last)

Agency/Company

Address (Street, City, State, Zip Code)

Phone

Fax

Email

REQUESTED RECORDS

Please describe in detail the records being requested, including format, record type, author, title, date and/or date range. Attach additional pages if necessary.

In accordance with Washington State Court Rule – General Rule 31.1, SMC may charge a fee for researching and copying records.

Please select the desired delivery for these records:

US Mail Email Hold for Pick-up Inspection Only

COMMERCIAL USE

Indicate whether these materials will be used for commercial purposes: YES NO

SIGNATURE *(Typed name acceptable when submitting electronically)*

DATE

SUBMIT REQUEST TO:

Email: smcpio@seattle.gov

Fax: 206-233-0056

Mailing Address:

Seattle Municipal Court, Attention: Public Information Officer
PO Box 34987, Seattle WA 98124

Questions? Contact the Public Information Officer at (206) 684-8710

FOR OFFICIAL USE ONLY

Date Received _____ Request Number _____