



Request for Administrative Public Records

Administrative records relate to the management or administration of the court and are not specific to a case. Administrative records are provided in accordance with Washington State court rules. For questions or assistance with completing this form, please contact smc_pio@seattle.gov.

Requesting Party:

Legal Name(First, Middle Initial, Last)

Agency/Company:

Address:

(Street, City, State, Zip Code)

Phone:

Email:

Indicate how you prefer to receive communication from SMC:

Email

Phone

Records Requested:

Please describe in detail the records being requested, including author, title, date and/or date range. Copying and data compilation fees may apply. Records will be delivered in the format they are stored.

Mailing Address

Seattle Municipal Court
Public Information Officer
P. O. Box 34987
Seattle, WA 98124-4987

Email

smc_pio@seattle.gov

Fax

Seattle Municipal Court
Attention: Public Information Officer
206-233-0056