

Okanogan County District Court  
**Request for Review**

of Public Records Officer's Decision  
 of Internal Review Decision

*(Check applicable box.)*

Under General Court Rule GR 31.1(d), the requestor may seek review of the decision of the public records officer within 90 calendar days by requesting an Internal Review. After exhausting all internal remedies allowed under GR 31.1 and within 30 calendar days of the final decision from the Internal Review under GR 31.1(d)(3), the requestor may seek further review by one of the methods allowed under GR 31.1(d)(4).

To initiate a review, please complete this form and send the request electronically to [districtcourt@co.okanogan.wa.us](mailto:districtcourt@co.okanogan.wa.us), or by US Mail to Public Records Officer for Okanogan County District Court, PO Box 980, Okanogan WA 98840. **You should attach** the Decision that you are seeking review of and make a **checkmark above** labeling which type of review you are seeking.

An Internal Review will be held within five business days of the date the request was received. An Informal External Review of the internal review under GR 31.1(d)(4)(ii) will be held within a reasonable amount of time and be informal and summary. The requestor will be notified of the expected time period for review. Additional information about the review process may be found on the reverse of this form.

**Information about the person requesting review:**

Name (typed or printed): \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip Code

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Date of decision** \_\_\_\_\_

**The name or description of the records that were not released or not released entirely:**

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

**The reason you believe the decision may be incorrect:** (Be specific. Attach documents if needed.)

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

**What is the desired outcome you are seeking regarding your request:**

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

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

# Request for Review

## PROCEDURES

### INTERNAL REVIEW

1. Review of decisions made by the Public Records Officer for Okanogan County District Court will first be reviewed by the Presiding Judge or a judge designated by the Presiding Judge. Requests for review must be in writing and must be received by the Administrative Office of the Courts no more than 90 calendar days after the date of the decision.
2. The Presiding Judge or designated reviewing judge shall complete the review and provide a response within five business days of the date the request for review was received.

### EXTERNAL REVIEW

If the requester is not satisfied after the internal review, there are two alternatives available.

1. The requester may file a civil action in superior court to challenge the records decision. Please see GR 31.1 d (4) (i) REVIEW VIA CIVIL ACTION IN COURT.  
[http://www.courts.wa.gov/newsinfo/publication/GeneralRule31\\_1.pdf](http://www.courts.wa.gov/newsinfo/publication/GeneralRule31_1.pdf)
2. The requester may ask for an informal review by a visiting judge or other outside decision maker. Please see GR 31.1 d (4) (ii) ADMINISTRATIVE REVIEW BY VISITING JUDGE OR OTHER OUTSIDE DECISION MAKER.  
[http://www.courts.wa.gov/newsinfo/publication/GeneralRule31\\_1.pdf](http://www.courts.wa.gov/newsinfo/publication/GeneralRule31_1.pdf)

All forms, requests, and correspondence related to the review must be directed to the Public Records Officer for Okanogan County District Court. Please remember that requests for review must be in writing.

Mailing address:       Public Records Officer  
                              Okanogan County District Court  
                              PO Box 980  
                              Okanogan, Washington 98840

E-Mail address:        [districtcourt@co.okanogan.wa.us](mailto:districtcourt@co.okanogan.wa.us)