

## REQUEST FOR PUBLIC RECORDS

### DOCUMENT COPIES

The Okanogan District Court provides copies of public records at a charge of \$.50 per page. Certified copies are \$5.00 per page. A research fee of \$20.00 per hour (charged in ½ hour increments) may be charged for extensive research. Please complete this form to request case information and/or copies. Documents listed under "other" will require review by an administrator and/or a judge and may necessitate a delay until the next business day.

NAME OF DEFENDANT:	CASE NUMBER:	DATE OF REQUEST:
<b><i>If the case number is not known, please provide additional information:</i></b>		
DEFENDANT'S SOCIAL SECURITY NUMBER:	DEFENDANT'S ADDRESS:	
DEFENDANT'S DATE OF BIRTH:	INCIDENT DATE:	
OFFENSE(S)/CHARGE(S):		

**NOTE:** If two pieces of identifying information is not provided, to assure positive identification, your request cannot be granted.

#### Documents requested:

- Statewide defendant case list (courts on DISCIS computer)
- Complaint/Citation/Petition plus amendments
- Guilty Plea
- Judgment/Judgment & Sentence
- Commitment upon sentence
- Other: (describe other documents needed)

1.

2.

3.

#### **<sup>1</sup>Person requesting information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

Phone No. \_\_\_\_\_

District Court Fax: 509-422-7174

<sup>1</sup> Washington Court Rule, Judicial Information System Committee Rules (JISCR) 15(e), "Information which must be supplied by the requestor...includes 1) Identifying information concerning the applicant."