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| <b>Shelton Municipal Court</b><br>Mason County Washington | Address: Shelton Civic Center<br>525 W. Cota<br>Shelton WA 98504<br>Phone: (360) 426-9772 Option 0<br>Fax: (360) 426-3301<br>E-mail: court@sheltonwa.gov |
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Administrative Records Request Form – GR 31.1

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**Requestor Information:**

Printed Name: \_\_\_\_\_  
Last
First
MI

Address: \_\_\_\_\_  
Street
City
State
Zip Code

Telephone: \_\_\_\_\_

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

Signature \_\_\_\_\_

**Description of Requested Record(s):** Please print and be as specific as possible when requesting name, location, date, and type of record. Also, please use additional sheets if needed. It is important that the requested is clear and easily read.

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- This is a request to inspect the records identified above
- This is a request for copies of the records identified above.
- Other: Explain please: \_\_\_\_\_

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**Procedure:**

1. The Public Records Officer will respond within five (5) working days from receipt of this administrative records request.
2. The procedures, the fees for providing records, and the process for appealing the decisions of the Public Records Officer regarding exemptions, redaction and identification of the records can be found at [www.ci.shelton.wa.us/court](http://www.ci.shelton.wa.us/court). If you would like a printed copy of the procedures, feel free to print a copy from the listed web site or contact the public records officer following the information listed below.

**Fees for Administrative Records (pursuant to GR 31.1, RCW 3.62.060):**

1. Staff Research Time: \$30 per hour beyond the first hour
2. Copies: \$0.50 per page
3. Document printing from an electronic format: \$0.25 per page
4. Documents on CD: Additional \$20
5. Mailing of documents/CD: Minimum \$5.00 - cost depends on request
6. Viewing of Records: No cost (except possible staff research time to compile request).

**Municipal Court Public Records Officer:**

Court Administrator  
Shelton Municipal Court

Request Received: \_\_\_\_\_ at \_\_\_\_\_ AM/PM

By: \_\_\_\_\_