



Request for Review of Decision

GENERAL COURT RULE 31.1

REQUESTING A REVIEW

If you disagree with the decision that the record you requested cannot be disclosed or has been redacted, you may choose to request a review.

Requests for review must be received within 90 days of the public records officer's decision. The initial, internal review will be held within five business days from the date the request was received.

For more information on the process to appeal a decision, visit www.courts.wa.gov.

SUBMIT REQUEST

Submit your completed form by one of the following methods.



US MAIL

Administrative Office of the Courts
Attn: Director, Court Services Division
P.O. Box 41170, Olympia, WA 98504-1170



EMAIL

CSDDirector@courts.wa.gov



FAX

360.956.5700

QUESTIONS

Visit www.courts.wa.gov or call 360.705.5305.

REQUESTER

Indicate how you prefer to receive communication from AOC.

Email

U.S. Postal Service

Legal Name (First, Middle Initial, Last)

Agency/Company

Address (Street, City, State, Zip Code)

Phone

Fax

Email Address

DESCRIPTION OF RECORD(S)

Describe the record(s) you requested that were not released or the information that was withheld.

REASON FOR APPEAL

Describe in detail why you believe the public records officer's decision may be incorrect. Attach additional pages if necessary.

Signature (Typed name acceptable when submitting electronically)

Date