



## ISLAND COUNTY DISTRICT & MUNICIPAL COURT

800 SE 8th Avenue, Oak Harbor, WA 98277

(360) 675-5988

[www.islandcountywa.gov](http://www.islandcountywa.gov)

Please provide all available identifying information to assure that the court can provide you with the documents you have requested.

The following costs are associated with standard records request:

- ☐ 25 cents per page after the first twenty (20) pages for standard requests
- ☐ \$1.00 per page for docket requests
- ☐ \$5.00 per document for certified requests
- ☐ \$20.00 for per CD for requests for recordings.

### Requestor's Information

Request Date:		Agency/Company:	
Name:		Phone Number:	
Address:		Email Address:	

Type of Record Requested: ☐ Criminal Case ☐ Civil Case ☐ Administrative

### Court Records (GR 31)

Defendant/Party Name:	First Name Middle Last	Date of Birth:	
Address:	Street City State Zip Code	Driver License No.	
Case Number(s):			
Requested Records: <small>(Please indicate which records you are seeking (eg: docket, citation, judgment and sentence, plea paperwork) and/or provide as much information as possible to identify the records responsive to your request.)</small>			
Do the Records Need to be Certified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Document certification fee is <b>\$5.00</b> per document (RCW 3.62.060(1)(f)).		

## GR 31 Request for Court Recordings - Additional Information

Date of Recording	Courtroom No.	Time of Scheduled Hearing

The actual expense of preparation of the requested audio must be paid in all cases, except when excused by order of the Court

### Administrative Records (GR 31.1)

Description of Record(s) Requested:  Be as specific as possible (example: name(s), location, dates, etc.) Attach additional sheets if necessary. Please note that Chambers records are not administrative records and are not subject to disclosure pursuant to GR 31.1(m)	
Will these records be used for commercial purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>IF YES</b> , you will need to complete a commercial purpose declaration which provides information necessary to determine if the list of individuals can be provided under <u>RCW 42.56.070(8)</u> .

### I would Like the Court Clerk to:

<input type="checkbox"/> Call me when the court records are ready for pick up:	<input type="checkbox"/> Fax records to this number:
<input type="checkbox"/> Mail the records to this address:	<input type="checkbox"/> Email records to this address:

Depending on the value and nature of the records request some of these options may not be available. In this case the court clerk will contact you at the phone number provided above.

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Signature of Requestor

You may submit your record(s) request by mail or online by either emailing to [District\\_Court@islandcountywa.gov](mailto:District_Court@islandcountywa.gov), by fax to (360) 675-8231 or by mailing to:

Island County District Court – Records Request Department,  
800 SE 8<sup>th</sup> Avenue  
Oak Harbor, WA 98277