KITSAP COUNTY DISTRICT COURT
Request for inspection/copies of Administrative Records
Pursuant to GR 31.1

☐ This is a request to inspect the Kitsap County District Court records identified below.
☐ This is a request for copies of the Kitsap County District Court records identified below.

Procedure:

(1) The Kitsap County District Court Public Records Officer will respond within five (5) business days from receipt of this written request for administrative records.
(2) The procedures, the fee structure for providing records, and the process for appealing the decision of the Public Records Officer regarding exemptions, redaction and identification of the records can be found at **https://kitsapgov.com/dc**.
(3) If you would like a printed copy of the procedures, contact the Kitsap County District Court Public Records Officer*.

Requestor Information

Printed Name: _____
Last First MI

Mailing Address: _____
Street City State Zip

Telephone: Home (_____) _____ Cell (_____) _____

Email Address: _____

Signature: _____

Description of requested administrative record(s)
It is important to be as specific as possible as to name, location, date, and type of record requested.

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For additional information or assistance, contact the *Kitsap County District Court Public Records Officer:

Court Administrator, 360-337-7109. 614 Division St. MS25, Port Orchard, WA 98366,

KCDC@co.kitsap.wa.us.

PRO Use Only:

Date Request Received: _____ Time: _____ ☐postal ☐via email ☐hand

By: _____ Response Date: _____

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