KITSAP COUNTY SUPERIOR AND JUVENILE COURT

Petition for Internal Review of GR 31.1 Records Decision(s)

This is a petition for internal review of decisions made by the ❒Superior Court ❒Juvenile Court public records officer regarding access to court administrative records under GR 31.1.

**Procedure:**

1. The Kitsap County Superior Court will respond within five (5) working days from receipt of this written petition for internal review.
2. The process for appealing the decision of the Public Records Officer regarding exemptions, redaction and identification of the records can be found at [www.kitsap](http://www.kitsap)gov.com/sc. If you would like a printed copy of the procedures, contact the Kitsap County Superior Court Public Records Officer.

Requestor Information

Printed Name:

Last First MI

Mailing Address:

Street City State Zip

Telephone: Home ( ) Cell ( )

Email Address:

Signature:

**Original 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.***

**Description of requestor’s concerns regarding the decision(s) of the public records officer *Please be specific as possible as to name, location, date, type of record requested and PRO’s decision(s).***

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

**Frank Maiocco, Court Administrator, 360-337-7140, Ext. 3305, 614 Division Street, MS-24, Port Orchard, WA 98366,** [**fmaiocco@co.kitsap.wa.us**](mailto:fmaiocco@co.kitsap.wa.us)**.**

PRO Use Only:

Date Request Received: Time: postal via email hand

By: Response Date: