

Shelton Municipal Court Mason County Washington	Address: Shelton Civic Center 525 W. Cota Shelton WA 98504 Phone: (360) 426-9772 Option 0 E-mail: court@ci.shelton.wa.us
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Records Request Form – one form per record request

Requestor Information:

Name: _____ Daytime Phone Number _____
Email Address: _____
Mailing Address: _____

City _____ State _____ Zip _____

Case Information

Defendant's Name: _____
Case Number(s): _____
Hearing Date(s): _____
Documents to be copied (please be specific): _____

I will pick up my documents Please mail my documents to the above address

Records Request Fees (RCW 3.62.060):

				COSTS INCURRED
<input type="checkbox"/>	View File	Free	Request involving numerous files is subject to \$20/hour for staff research time past the first hour	
<input type="checkbox"/>	CD Copy of Court Proceeding	\$10 for first CD	\$10 for each additional CD	
<input type="checkbox"/>	Copy of Case Docket	First page free	\$0.50 per page thereafter	
<input type="checkbox"/>	Certified Copies of Documents	\$5.00 for First Page	\$1.00 for each additional page	
<input type="checkbox"/>	Standard Copy of Documents	First page free	\$0.50 for each additional page	
<input type="checkbox"/>	Mailing Costs	Minimum \$5.00 shipping /handling charge	Cost may be more than \$5 for larger request	

Materials will be provided in accordance with Washington State Court rules that govern the release of court documents – General Rule 31 and 31.1 and upon payment of all costs at the time the request is made. It is your responsibility to review all materials promptly and notify the Court if there are any defects. It is the responsibility of the requestor to pick up the materials within one week of completion. For large requests, you will be contacted when the files and/or copies you requested are available. The Court may need five business days to complete your request or provide a date by which the records will be available.

Printed Name _____ Signature _____ Date _____

