

Grays Harbor County Superior Court
Administrative Records Request Form
Pursuant to GR 31.1

Note: *Do not use this form to request court case documents.*

If you are requesting court documents or records related to court proceedings, please contact the County Clerk: <http://www.co.grays-harbor.wa.us/government/clerk>

Information about Person Making Request:

Name of Requestor: _____
Last First MI

Mailing Address: _____
Street City State Zip Code

Telephone: () _____ () _____

Email Address: _____

What Records Do You Want? Please identify the specific documents you are requesting, including name, location, date, and type of record requesting if known. *Please use additional sheets as necessary.*

This is a request to inspect the records identified above.

This is a request for copies of the records identified above.

Other: Explain please _____

If applicable, Name of person or entity request is being made for and relationship to that person or entity:

Signature: _____ Date: _____

Send request to:

Address: Court Administrator
Grays Harbor County Superior Court
102 W Broadway Ave., Rm. 305
Montesano, WA 98563

You can also **hand deliver** this request to the address above.

For Office use only:

Request Received: _____ at _____ AM/PM

By: _____ Employee name and Initials