



**Procedures:**

(1) The District Court Administrator will respond within five (5) working days from receipt of this administrative records request, unless this request is to a court that meets irregularly. In such case, the response to the request will be provided within thirty (30) calendar days of the request.

**The District Court Administrator:**

Name: MiHa Kapaki Phone (360) 249-3441

Fax: (360) 249-6382 E-mail Address: graysharbordc1@co.grays-harbor.wa.us

Request Received: \_\_\_\_\_ at \_\_\_\_\_ AM/PM

By: \_\_\_\_\_