

Request for Review of Records Officer's Decision

Under General Court Rule GR 31.1, the requester may appeal the decision of the public records officer within 90 calendar days. To initiate a review, please complete this form and send the request by US Mail, facsimile, or delivery to: Public Records Appeal, 930 Tacoma Avenue South, Room 334, Tacoma, WA 98402; facsimile (253) 798-2361.

An internal review will be held within five business days of the date the request was received. Additional information about the review process may be found on the reverse of this form.

Information about the person making this request for review:

Name (typed or printed): _____

Address: _____
Street City State Zip Code

Telephone: () _____ () _____ FAX: () _____

E-mail Address: _____

Signature: _____

Date of decision _____

The name or description of the records that were not released or not released entirely:

The reason you believe the public records officer's decision may be incorrect: It is important to be as specific as possible.

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PROCEDURES

INTERNAL REVIEW

1. Appeals of decisions made by the records officer of the Pierce County Superior Court will be reviewed by the Presiding Judge or designee. Requests for review must be in writing on this form and must be received no more than 90 calendar days after the date of the decision.
2. The Presiding Judge or designee will complete the review and provide a response within five business days of the date the request for review was received.

EXTERNAL REVIEW

If the requester is not satisfied after completion of the internal review, there are two alternatives available.

1. The requester may file a civil action in superior court to challenge the records decision. GR 31.1.d(4)(i) REVIEW VIA CIVIL ACTION IN COURT.

GR 31.1 Courts.wa.gov

2. The requester may ask for an informal review by a visiting judge. GR 31.1.d(4)(ii) ADMINISTRATIVE REVIEW BY VISITING JUDGE OR OTHER OUTSIDE DECISION MAKER.

GR 31.1 Courts.wa.gov

All forms, requests, and correspondence related to the appeal must be directed to the address below. Please remember that requests for appeal or review of an administrative records decision must be in writing.

Mailing address: Public Records Appeal
 930 Tacoma Avenue South, Room 334
 Tacoma, WA 98402