

Procedures:

- (1) The Public Records Officer will respond within five (5) working days from receipt of this administrative records request.
- (2) The procedures, the fee structure for providing records and the process for appealing the decisions of the Public Records Officer regarding exemptions, redaction and identification of the records can be found at www.bainbridgewa.gov/court. If you would like a printed copy of the procedures, please contact the public records officer using the information noted below.

Fee Structure for Administrative Records (pursuant to GR 31.1, RCW 3.62.060):

- Staff Research Time: \$30 per hour beyond the first hour
- Copies: \$0.50 per page
- Printing of a document in an electronic format: \$0.25 per page
- Documents on CD: Additional \$20
- Mailing of documents/CD: Minimum of \$5- cost depends on request.
- Viewing of Records: No cost (except for possible staff research time to compile request.)

Public Records Officer:

Jennifer Smith
Court Administrator
Bainbridge Island Municipal Court
(206) 842-5641

Request Received: _____ at _____ AM/PM

By: _____