

Bainbridge Island Municipal Court

Mailing and Location Address: 8804 Madison Ave N, Ste 200, Bainbridge Island, WA 98110

Phone: (206) 842-5641 Fax: (206) 842-0316

Website: www.bainbridgewa.gov/court Email: court@bainbridgewa.gov

Request to Review Case File Records

(one form per record request)

REQUESTOR INFORMATION

Name _____ Daytime phone number _____

Email address _____

Mailing Address _____

City

State

Zip

CASE INFORMATION

Name(s) of Defendant/Petitioner/Respondent: _____

Case Number(s) _____ Charge/type of hearing _____

Hearing dates(s) _____

Documents to be copied (please be specific): _____

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

Records Request Fees (RCW 3.62.060):

COSTS INCURRED

<input type="checkbox"/>	View File	Free of charge	Request involving numerous files is subject to \$20/ hour past the first hour of staff research time.	
<input type="checkbox"/>	CD copy of court proceedings	\$10.00 for first CD	\$10.00 for each additional CD	
<input type="checkbox"/>	Copy of case docket	First page free	\$ 0.50 per page	
<input type="checkbox"/>	Certified copies of documents	\$5.00 for first page	\$ 1.00 for each additional page	
<input type="checkbox"/>	Emailed documents	First page free	\$ 0.25 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 large 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 the responsibility of the requestor to pick up the materials with one week of completion. For a large request, 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.

(Name Printed)

(Signature)

(Date)

