

BAINBRIDGE ISLAND MUNICIPAL COURT
Kitsap County, Washington

Mailing Address: PO Box 151, Rollingbay, WA 98061
Location Address: 10255 NE Valley Rd, Bainbridge Is., WA
Phone # 206-842-5641 Fax # 206-842-0316
www.bainbridgewa.gov/court email: court@bainbridgewa.gov

Appeal of Administrative Records Request

Options if Administrative Records Request is Denied

Internal Review: If your administrative records request is denied, you may ask the court to conduct an internal review of the denial. Your internal review request must be within 90 days from the denial by the public records officer. The court has a form available to request review of a decision.

The review proceeding will be held within five working days of the request. If that is not reasonably possible, then within five working days the review shall be scheduled for the earliest practical date.

External Review: After the internal review process has been exhausted and a final decision has been made, you can request an external review of a denial. Request for an external review must be submitted within 30 days of the internal decision described above. You may choose between two external review alternatives:

- File a civil action in superior court challenging the administrative records decision; or
- Request external review of the decision by a visiting judge or outside decision maker.

If you and the judicial agency cannot agree upon a decision maker, the presiding superior court judge in the county in which the judicial agency is located shall either conduct the review or appoint a person to conduct the review.

The review proceeding shall be informal and summary. The decision resulting from the informal review proceeding may be further reviewed in superior court pursuant to a writ of mandamus, prohibition, or certiorari.

