



## EDMONDS MUNICIPAL COURT

250 5th AVE N EDMONDS WA 98020  
(425) 771-0210 (425) 771-0269 (fax)  
edmcourt@edmondswa.gov

### REQUEST FOR COURT RECORDS OR ADMINISTRATIVE RECORDS

Date of Request: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Address: \_\_\_\_\_

Requestor Email: \_\_\_\_\_

Requestor Phone: \_\_\_\_\_

Request Made:     In Person     In Writing     Phone     Fax     Email

Description of Court Record(s) or Administrative Record(s) requested: Be as specific as possible. For Court records you must provide the full name of the defendant and one of the following: case number, date of birth or driver's license number. Additional information such as charge and date of violation would be helpful. The procedures, fee structure for providing records, the process for appealing decisions of the Public Records Officer regarding exemptions, redaction and identification of the records, and contact information for the Public Records Officer can be found at: <http://www.edmondswa.gov/government/municipal-court.html>.

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The Edmonds Municipal Court provides records pursuant to GR31 and/or GR 31.1 as applicable. By submitting this request, the requestor is agreeing that information provided by the Edmonds Municipal Court will not be released to any unauthorized persons or used for any commercial or other unauthorized purposes.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

Respond to request by:     Mail     Phone for pickup     Fax     Email

Non certified copies @ \$.15 per page (no charge for first 5 pages)

Certified copies @ \$5 per document

Recording of proceedings @ \$10 per CD

Copy Fees \_\_\_\_\_ Certified Fees \_\_\_\_\_ CD Fees \_\_\_\_\_ Total Fees \_\_\_\_\_

Record provided to Requestor:    Clerk \_\_\_\_\_ Date \_\_\_\_\_ Method \_\_\_\_\_