



THURSTON COUNTY DISTRICT COURT

"Serving Justice through Serving People"

Judge Kalo Wilcox
Department 1

Judge Samuel G. Meyer
Department 2

Judge M. Brett Buckley
Department 3

Paul Wohl
Court Commissioner

COURT RECORDS REQUEST FORM

REQUESTOR'S INFORMATION * Indicates required information; without it your request cannot be processed.

*Name: _____ Agency (if applicable): _____

*Telephone #: _____ Fax #: _____

*Mailing Address: _____ Apt#: _____
City: _____ State: _____ Zip: _____

E-mail Address: _____

RECORD/DOCUMENT INFORMATION * Indicates required information; without it your request cannot be processed.

*Defendant's Name: _____

*Case Number(s): _____
Court staff cannot perform case searches for you; you **MUST** provide case number(s) or your request cannot be processed.

WHAT DOCUMENTS DO YOU WANT?

☐ Complaint/Citation/Information ☐ Judgment/Sentence Form ☐ No Contact Order ☐ Plea Agreement
☐ Stipulated Order for Continuance ☐ AH or DV Petition/Order ☐ Electronic Docket ☐ Other (specify below) _____

DO YOU NEED CERTIFIED COPIES? ☐ YES ☐ NO

Criminal and Civil cases: \$5 per document ; Small Claims cases: \$5 per document. Do not include payment at this time.
You will be contacted by the public records officer with the exact amount and the method of payment.

List the specific documents you would like certified: _____

After fees have been paid copies may be picked up at the District Court during regular business hours from 8:30 a.m. to 4:30 p.m.

If you cannot pick up your documents please indicate your preferred delivery method (circle one): Mail Fax Email

If documents are not claimed within 30 days, re-application and prepayment will be required including previous fee(s).
For more information contact the District Court Judicial Assistant at (360) 786-5562.

Signature of requestor: _____ **Date:** _____

Internal Use Only: Date Requestor Advised: _____ **Amount Due: \$** _____