

# Request for Review of Records Officer’s Decision

Under General Court Rule GR 31.1, a requester may appeal a decision of the public records officer within 90 days. To start a review, you must complete this form and send the request 1) electronically to SuperiorCourtRecords@co.thurston.wa.us, 2) by mail to the Public Records Officer/Court Administrator, Thurston County Superior Court, 2000 Lakeridge Drive NW; Olympia, WA 98502, or 3) in person to the address above Court Administration Office or the front desk of Court Administration at the Family & Juvenile Court at 2801 32<sup>nd</sup> Ave SW, Tumwater, WA 98501.

More information about the review process is on page two of this form.

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**Information about the person making this request for review:**

Name (typed or printed): \_\_\_\_\_

Address: \_\_\_\_\_  
  Street  City  State  Zip Code

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**Date of decision \_\_\_\_\_ . ATTACH THE DECISION TO THIS FORM.**

**Do you believe that some records should have been released, but were not? Describe those records or the parts of records here.** Attach more pages if you want.

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**Why do you believe the public records officer’s decision is incorrect?** It is important to be as specific as possible. Attach more pages if you want.

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## PROCEDURES

### INTERNAL REVIEW

1. Requests for review must be in writing.
2. Requests must be submitted to the Court within 90 days after the decision was made. Review requests are untimely and will not be considered if they are submitted before the request for records is closed or completed, or if they are submitted more than 90 days after the decision was made.
3. Appeals of decisions made by the records officer of the Thurston County Superior Court will be reviewed by the Presiding Judge, or by another judge that the Presiding Judge designates to conduct the review.
4. The internal review will be held within five business days of the date the request was received if reasonably possible, or, if not reasonable possible, will be scheduled for review at the earliest practical date.

### EXTERNAL REVIEW

After an internal review is conducted, the requester may seek external review. A request for external review must be submitted within 30 days of the issuance of the final decision of the internal review. There are two ways to seek external review.

1. **Civil Action.** The requester may use a judicial writ of mandamus, prohibition, or certiorari to file a civil action in superior court challenging the records decision.
2. **Informal Review by Visiting Judge or Other Outside Decision Maker.** The requester may ask for review by a visiting judge. The review proceeding shall be informal and summary.

**MONETARY AWARDS NOT ALLOWED.** Attorney fees, costs, civil penalties, or fines may not be awarded under GR 31.1.

All forms, requests, and correspondence related to the appeal must be directed to the Thurston County Superior Court Administrator, who is designated at the Public Records Officer. Requests for appeal or review of a decision made by the public records officer must be in writing.

Mailing address: Court Administrator  
Thurston County Superior Court  
2000 Lakeridge Drive NW  
Olympia, WA 98502

E-Mail address: SuperiorCourtRecords@co.thurston.wa.us