

Request for Review of Records Officer's Decision

PROCEDURES

INTERNAL REVIEW

1. Appeals of decisions made by the records officer of the Clark County Superior Court will be reviewed by the Presiding Judge or designee. Requests for review must be in writing on this form and must be received no more than 90 calendar days after the date of the decision.
2. The Presiding Judge or designee will complete the review and provide a response within five business days of the date the request for review was received.

EXTERNAL REVIEW

If the requester is not satisfied after completion of the internal review, there are two alternatives available:

1. The requester may file a civil action in superior court to challenge the records decision.
GR 31.1.d(4)(i) REVIEW VIA CIVIL ACTION IN COURT.
GR 31.1 Courts.wa.gov
2. The requester may ask for an informal review by a visiting judge. GR 31.1.d(4)(ii)
ADMINISTRATIVE REVIEW BY VISITING JUDGE OR OTHER OUTSIDE DECISION MAKER.
GR 31.1 Courts.wa.gov

All forms, requests, and correspondence related to the appeal must be directed to the address below. Please remember that requests for appeal or review of an administrative records decision must be in writing.

Mailing address: Public Records Appeal
 1200 Franklin Street
 PO BOX 5000
 Vancouver, WA 98666-5000