

Request for Review of Records Officer's Decision

Under General Court Rule GR 31.1, the requester may appeal the decision of the public records officer within 90 calendar days. To initiate a review, please complete this form and send the request electronically to administrativecourtreports@cityoflakewood.us, or by US Mail to Public Records Officer at the Lakewood Municipal Court, 6000 Main St SW, Lakewood WA 98499.

An internal review will be held within five business days of the date the request was received. If that is not reasonably possible, then within five working days the review shall be scheduled for the earliest practical date. Additional information about the review process may be found on the reverse of this form.

Information about the person making this request for review:

Name (typed or printed): _____

Address: _____
 Street City State Zip Code

Telephone: () _____ () _____ FAX: () _____

E-mail Address: _____

Signature: _____

Date of decision _____

The name or description of the records that were not released or not released entirely:

The reason you believe the public records officer's decision may be incorrect: It is important to be as specific as possible.

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PROCEDURES

INTERNAL REVIEW

1. Appeals of decisions made by the records officer of the court will first be reviewed by the Presiding Judge or designee. Requests for review must be in writing and must be received by the Administrative Office of the Courts no more than 90 calendar days after the date of the decision.
2. The Presiding Judge will complete the first review and provide a response within five business days of the date the request for review was received. If that is not reasonably possible, then within five working days the review shall be scheduled for the earliest practical date.
3. If the decision of the Presiding Judge is not accepted by the requester, the Presiding Judge will conduct a second review of the decision. A response will be provided to the requester within five business days of the date the request for a second review was received. If that is not reasonably possible, then within five working days the review shall be scheduled for the earliest practical date.

EXTERNAL REVIEW

If the requester is not satisfied after the three-step internal review, there are two alternatives available.

1. The requester may file a civil action in superior court to challenge the records decision. Please see GR 31.1 d (4) (i) REVIEW VIA CIVIL ACTION IN COURT.

www.courts.wa.gov/court_rules/

2. The requester may ask for an informal review by a visiting judge or other outside decision maker. Please see GR 31.1 d (4) (ii) ADMINISTRATIVE REVIEW BY VISITING JUDGE OR OTHER OUTSIDE DECISION MAKER.

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All forms, requests, and correspondence related to the appeal must be directed to the Lakewood Municipal Court. Please remember that requests for appeal or review of a decision made by the public records officer must be in writing.

Mailing address: Public Records Officer
Lakewood Municipal Court
6000 Main St SW
Lakewood WA 98499

E-Mail address: administrativecourtrecords@cityoflakewood.us