

Yakima County District Court

Request for Review of Administrative Records Officer's Decision

Submit request to:

Yakima County District Court

Attn: Tamra Willaims

Administrative Records Officer

128 North 2nd Street, #225

Yakima, WA 98901

Fax:

(509) 574-1801

Email:

GR31.1DistrictCourt@co.yakima.wa.us

Petition for internal review must be submitted in writing to the Administrative Records Officer within 90 days of issuance of Administrative Records Officer's decision. Petition for external review must be submitted in writing to the Administrative Records Officer within 30 days of issuance of the court's internal review decision. External review may only be requested after completion of an internal review.

Requester Name _____

Address _____

Phone _____ Fax _____ E-mail _____

Description of Record(s) to be Reviewed: Please provide the tracking number and a brief description of the records for which you are requesting review. Provide the reason that you believe that a review is necessary including which record or information you believe was redacted and/or withheld in error.

Type of review requested? Internal External

If requesting an external review, has an internal review been completed? Yes No Date: _____

FOR INTERNAL USE ONLY

Request Received by
Administrative Records Date _____ Time _____
Officer
In Person eMail Mail Fax

Approval for Review of Administrative Records:

Request forwarded to: Date

Forwarded by: _____ Phone: _____

Response Provided to
Requester: _____ **Date:** _____ **Time:** _____