

Fees:

Research and preparation: \$30/hour after the first hour. Prepayment is required.
 Viewing the records: No charge
 Photocopying/Scanning: \$0.15/page if no other court rule/statute applies. A deposit of the estimated cost of providing copies for a request is required upfront.
 CDs/Flash Drives: \$10 each
 Mailing Actual Cost

Procedures:

(1) The Public Records Officer will respond within five (5) working days from receipt of this administrative records request, unless this request is to a court that meets irregularly. In such case, the response to the request will be provided within thirty (30) calendar days of the request.

(2) The procedures, the detailed fee structure for providing records and the process for appealing the decisions of the Public Records Officer regarding exemptions, redaction and identification of the records can be found in the documents entitled [Administrative Public Records Requests Policies and Procedures](#), [Obtaining Administrative Public Records](#), [Frequently Asked Questions](#), and [Procedures for Request for Review of Public Records Officer’s Decision](#) which are located at www.aberdeenwa.gov/municipal-court. If you would like a printed copy of any of these documents, please contact the Public Records Officer using the information noted below.

Please submit this form and any questions to Aberdeen Municipal Court’s Public Records Officer:

Tammy Sund
 Court Administrator/Public Records Officer
 Aberdeen Municipal Court
 210 E. Market Street
 Aberdeen, WA 98520
 (360) 533-5411 (Phone)
 (360) 537-3247 (Fax)
Tammy.sund@mail.courts.wa.gov

For Office Use Only:

Request Received: _____ at _____ AM/PM

By: _____