



Aberdeen Municipal Court

Procedures for Request for Review of Public Records Officer's Decision

INTERNAL REVIEW

1. Appeals of decisions made by the public records officer of Aberdeen Municipal Court will be reviewed by the Aberdeen Municipal Court Judge. Requests for review must be in writing and must be received by Aberdeen Municipal Court no more than 90 calendar days after the date of the decision. An internal review is informal and summary and 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. The requestor shall be notified in writing of the Judge's decision.

EXTERNAL REVIEW

If the requester is not satisfied after the 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.

http://www.courts.wa.gov/newsinfo/publication/GeneralRule31_1.pdf

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.

http://www.courts.wa.gov/newsinfo/publication/GeneralRule31_1.pdf

All forms, requests, and correspondence related to the appeal must be directed to Aberdeen 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
 Aberdeen Municipal Court
 210 E. Market Street
 Aberdeen, WA 98520

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