

# COURT RECORDS REQUEST

EAST WENATCHEE MUNICIPAL COURT  
271 NE NINTH STREET, EAST WENATCHEE, WA 98802  
509.884.0680 FAX: 509.886.4501

**\*Indicates required information; without it your request cannot be processed**

## Requestor's Information:

\*Name: \_\_\_\_\_ Agency (if applicable) \_\_\_\_\_

\*Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

## Record/Document information you are requesting:

\*Defendant's Name: \_\_\_\_\_  
Last, First, Middle

\*Defendant's DOB: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

\*Case Number (s): \_\_\_\_\_

## Documents Requested: (\$1.00 per page)

- Complaint/Citation/Charges     Judgment/Sentence form     Plea Agreement     Docket  
 No Contact Order     Stipulated Order for Continuance     DV Petition/Order  
 Stipulated Order for Continuance     Audio recording of hearing (\$12.00 per hearing/CD)  
 Other (Please be specific) \_\_\_\_\_

Do you need **CERTIFIED** copies?  yes  no

Please be advised there is a cost of \$5.00 for the first page and \$1.00 for each additional page for certified documents.

I will pick up my CD/documents (No additional costs)     Please fax my documents (no additional costs) (we cannot fax certified copies)  
 Please email my documents (no additional costs) (we cannot email certified copies)     Please mail my CD/documents (add \$1.50 shipping and handling costs)     Mail to above address     Mail to this address: \_\_\_\_\_

Materials requested will be provided in accordance with Washington State Court rules that govern the release of court documents-GR31, Access to Court Records and upon payment of all costs at the time order is placed. Materials are deemed to be in good condition. It is your responsibility to promptly review all materials and notify the Court if there are any defects.

**If copies have been provided to you prior to payment in full of copying costs, please remit payment by check or money order with this form to : East Wenatchee Municipal court, 271 NE Ninth Street, East Wenatchee, WA 98802 or online at [www.ewtix.com](http://www.ewtix.com) (there is a charge for this use).**

It is the responsibility of the requestor to pick up materials or arrange for them to be mailed to the address provided to the court. Materials will be held for one week from the date order is completed and will be recycled after that time due to limited storage space.

Signature of requestor: \_\_\_\_\_ Date: \_\_\_\_\_

### Internal use only:

Date Requestor Advised: \_\_\_\_\_

Total amount due: \_\_\_\_\_