



**THE MUNICIPAL COURT OF SEATTLE
REQUEST FOR RECORDS
CD, DOCKET, CASE FILE DOCUMENTS**

Date of Request: _____

Please Print Information

Defendant's Full Name _____

Defendant's Case Number _____

Courtroom Number(s) _____

Hearing Date(s) _____

Audio Recording of Hearing (\$10.00 per hearing/CD) Cost \$ _____
Format: Windows Media Player (Recommended) FTR Gold

Copy of the case docket (\$0.50 per page) Cost \$ _____
 Certify the above docket (add \$5.00 for first page and \$1.00 per additional page)

Copy of case file documents (\$0.50 per page) Cost \$ _____
 Certify the documents (add \$5.00 for first page and \$1.00 per additional page)

List of documents requested: _____

I will pick up my CD/documents (no additional cost)

Please fax my documents to (No additional cost): _____
(We cannot fax certified copies)

Please email my documents to (No additional cost): _____
(We cannot email certified copies)

Please mail my CD/documents (add \$1.50 shipping & handling costs) Cost \$ _____
My mailing address is: _____

Total Cost \$ _____

Materials requested will be provided in accordance with Washington State Court rules that govern the release of court documents-General Rule 31, 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 fees have been waived by the Court, attach a copy of the motion (*In Forma Pauperis*) to this request.

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: The Municipal Court of Seattle, Attn: Records, PO Box 34987, Seattle, WA 98124-4987.

RETENTION OF REQUESTED RECORDS: It is the responsibility of the requestor to pick up the 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 may be recycled after that time due to limited storage space. You will be charged the standard order fee for any CDs re-created after the one week storage period.

Name of Person Placing Order (PRINT)

Daytime Phone Number

Submit To Court Records Unit:

Email: SMC_Copy_Requests@seattle.gov

Fax: 206-684-8115