



REQUEST FOR DATA

The following information is necessary for the Seattle Municipal Court to evaluate your request for court data. All requests are subject to Washington State Court Rules and Seattle Municipal Court Policy and Procedures. The request will be evaluated by a data analyst who will assess and provide a timeline to produce available data. For questions or assistance with completing this form, please contact smc_pio@seattle.gov.

Please complete and return this form to:

Gary Ireland
Public Information Officer
Seattle Municipal Court 600
Fifth Avenue, 11th Floor
PO Box 34987
Seattle, WA
98124-4987
smc_pio@seattle.gov

Name:

Agency/Company:

E-mail Address:

Mailing Address:

City:

State:

Postal Code:

Day or Work Phone:

Fax No.:

Information requested (please be specific and provide as much detail as possible):

What will the information be used for? What precautions are in place to ensure information will only be used for this purpose?

Will the data be disseminated? If so, please describe.

If this information concerns a named individual, please provide necessary identifying information (i.e. date of birth, Driver's License number, current address, etc.):

Fees may be applied to information requests that require generation of a new query or report. Copy fees may apply for printed copies of electronic documents such as dockets or screen prints.

I, the undersigned:

- **Agree to use and distribute the information only as provided in the above referenced statement of intended use;**
- **Agree not to use for commercial purposes;**
- **Agree to take reasonable precautions to prevent disclosure of information beyond the above referenced statement of intended use;**
- **Agree to pay, unless payment is waived, the cost upon fulfillment of the request and receipt of an invoice from Seattle Municipal Court;**
- **Understand that Seattle Municipal Court makes no representation as to the accuracy and completeness of the data except for court purposes and requestor agrees to indemnify and hold harmless the Seattle Municipal Court from any claims for damages arising from requestor's use and distribution of the information; and**
- **Certify, under penalty of law, that all the information supplied above is true and a complete description.**

Requestor signature and date below: