



**Procedures:**

(1) The Court Clerk 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 fee structure for providing records and the process for appealing the decisions of the Court Clerk regarding exemptions, redaction and identification of the records can be found at (LINK) or on the Washington Administrative Office of the Courts website HERE ([http://www.courts.wa.gov/newsinfo/publication/?fa=?fa+newsinfo\\_publication.administrativepublicrecords](http://www.courts.wa.gov/newsinfo/publication/?fa=?fa+newsinfo_publication.administrativepublicrecords)). If you would like a printed copy of the procedures, please contact the court clerk using the information noted below:

**Zillah Municipal Court**

Court Clerk: Kimm Ward

PO Box 388

111 7<sup>th</sup> Street

Zillah, WA 98953

Phone: 509-829-3543

FAX: 509-829-5605

Email: [kimm.ward@mail.courts.wa.gov](mailto:kimm.ward@mail.courts.wa.gov)

-----  
For internal use only:

Request Received \_\_\_\_\_ at \_\_\_\_\_ AM/PM

By: \_\_\_\_\_