

Zillah Municipal Court Case Record Request Form:

Requestor Information:

Name: _____ Phone Number: _____

Address: _____

Email Address: _____

Defendant's Information:

Please include as much information as possible. Failure to include as much identifying information will delay our ability to complete requests.

Case No.: _____ Date of Birth: _____

Driver's License #: _____

Name: _____

Address: _____

Documents Requested: _____

Do you need the documents you are requesting to be certified? Please be advised that there is a cost of \$5.00 for the first page and \$1.00 for each additional page. Yes or No

Request a copy of a record of a court proceeding Please be advised that we are not able to separate specific court hearings. You will receive a CD of an entire court session; the cost is \$20.00 per CD.

RCW 42.17.258 Disclaimer of Public Liability:

No public agency, public official, public employee, or custodian shall be liable nor shall a cause exist, for any loss or damage based upon the release of a public record if the public agency, public official, public employee, or custodian acted in good faith in an attempting to comply with the provision of this chapter.

Signature: _____ Request Date: _____

To be completed by Court Personnel

Completed By: _____ Date Completed: _____

of copies: _____ Amt. received: _____ Date of receipt: _____