

**WAPATO MUNICIPAL COURT  
ADMINISTRATIVE RECORDS REQUEST FORM**

Records request will be reviewed and a response will be  
available within five (5) working days

WHAT DOCUMENTS WOULD YOU LIKE? *Copy fees are \$ .15 per page; amount due \$ \_\_\_\_\_*

DO YOU NEED CERTIFIED COPIES?  YES \$5.00 per case number  NO

Complaint/Citation/Information  Judgment/Sentence Form  No Contact Order  Plea Agreement

Stipulated Order for Continuance  Order of Dismissal  Certificate of file no longer in existence

Criminal History  Certified copy of Driving Abstract (\$20)  Other (specify) \_\_\_\_\_

After fees have been paid, copies may be picked up at the court office during regular business hours from 9 a.m. to 4:00 p.m.

If you cannot pick up your documents, please indicate your preferred delivery method (circle one): Mail / Fax / E-mail

**RECORD/DOCUMENT INFORMATION** \*Must have one of the following combinations: 1) Name and date of birth of a party (the defendant in a criminal matter); 2) Name and Washington driver's license number of a party (the defendant in a criminal matter); 3) Case number. Other helpful information is the type of charge and date of violation.

Name: \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_ Defendant's Driver's License Number / State: \_\_\_\_\_

Case Number(s) (or) Type of Charge (or) Date of violation: \_\_\_\_\_

**REQUESTOR'S INFORMATION**

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

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

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

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

E-mail Address: \_\_\_\_\_

**If documents are not claimed within 30 days, reapplication and prepayment  
will be required including previous fee(s).**

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

**Public Records Officer:**

Name: \_\_\_\_\_

Court Office (509) 877-6269

Fax (509) 584-0177

E-mail Address: [ncook@wapato-city.org](mailto:ncook@wapato-city.org)

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

\_\_\_\_\_  
*initials*