

PACIFIC / ALGONA MUNICIPAL COURT RECORDS REQUEST FORM

The following information is necessary for us to process your request for data from the Judicial Information System (JIS). Please complete this form and return it to:

PACIFIC / ALGONA MUNICIPAL COURT
100 3RD AVE SE; PACIFIC WA 98047
Phone: 253-929-1140; Fax: 253-929-1195

Your request is subject to approval under the provisions of JISCR 15, the JIS Data Dissemination Policy, and the local Data Dissemination Policy and Procedures. Upon approval, the request will be reviewed, costs will be estimated, and you will be contacted to confirm the request. There is a charge for such reports as governed by JIS Committee Policy.

Name: _____ Agency or Company: _____

Address: _____

Phone (with area code): _____

Information Requested (please provide as much detail as possible):

If this information concerns a named individual, please give necessary identifying information (i.e. full name, date of birth, driver's license number, most current address etc.):

What will the information be used for?

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 (Data Dissemination Policy IIIA(5));
- Agree to take reasonable precautions to prevent disclosure of information beyond the above referenced statement of intended use;
- Agree to pay the costs upon confirmation of the request and before copies are made;
- Understand that Pacific / Algona Municipal Court makes no representation as to the accuracy and completeness of the data except for court purposes and agree to indemnify and hold harmless Pacific / Algona Municipal Court from any claims for damages arising from applicant's use and distribution of the information; and
- Certify, under penalty of perjury under the laws of the state of Washington, that all the information supplied above is true and correct.

Signature of Person Submitting Request

Date

All information requests have fees. The following table of fees applies to information requests received by Pacific / Algona Municipal Court; information requested determines fees. Requests that require generation of a report from JIS may have higher fees and take longer to prepare. Please attach additional pages for more detailed responses or comments. Copies may be available within 5 business days; recordings may be available within 10 business days.

Administrative Fee:	\$25.00 / report
Evaluation/Research/Programming:	\$40.00 / hour
JIS System Run Time (two-minute minimum):	\$10.00 / minute or portion thereof
Materials:	\$0.50 / page or \$1.00 / compact disc
Certified Copy:	\$6.00 per certification