

**Grays Harbor County
District Court
Request for Information**

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:

Mallin Shelton
Grays Harbor District Court Administrator
102 W Broadway, Room 202A
Montesano, WA 98563
fax: 360-249-6382

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 forwarded to the administrator who will examine it, estimate the cost, and then contact you to provide the estimated cost and confirm the request. There is a charge for such reports as governed by JIS Committee Policy.

Name: (Please Print) _____

Agency or Company: _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip Code: _____

Day or Work Phone: () _____ FAX No. () _____

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

What will the information be used for?: _____

To whom will the data be disseminated?: _____

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

Date Information Needed: _____

The following fees are applied to information requests that require generation of a report from JIS. It does not include printed copies of electronic documents such as docketts or screen prints:

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:	\$ 1.00 / page
**Local fees:	
Certified copy – first page	\$5.00
Additional pages	\$1.00
Photocopy/printout (per page)	\$.50¢
Copy of court recording	\$20.00 (per CD)

Medium Requested: Paper (\$1.00/page, computer generated)

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, unless payment is waived, the cost upon fulfillment of the request and receipt of an invoice from the Office of the Administrator for the Courts;**
- **Understand that the Office of the Administrator for the Courts makes no representation as to the accuracy and completeness of the data except for court purposes and agree to indemnify and hold harmless the Office of the Administrator for the Courts from any claims for damages arising from applicant'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.**

Signature of Requestor

Date

Please attach additional pages for more detailed responses or comments.