

Procedures:

- (1) The Superior Court Public Records Officer will respond within five (5) working days from receipt of this administrative records request.

- (2) The procedures, the fee structure for providing records, and the process for appealing the decisions of the Superior Court Public Records Officer can be found at the San Juan County Superior Court web site: [Judicial Administrative Records | San Juan County, WA \(sanjuancountywa.gov\)](http://Judicial Administrative Records | San Juan County, WA (sanjuancountywa.gov))
If you would like a printed copy of the procedures, please contact the Superior Court Public Records Officer using the information noted below.

- (3) Any fees charged must be paid in advance of records being released.

Viewing records at Courthouse: No Charge	Research Fee: \$30.00/hour after first hour
Copies & Scanning: \$0.15 per page	Fax (8 ½ x 11 only): \$1.00 per page
CD: \$20.00 each; USB: \$25.00 each	Postage: actual cost; Envelope: \$1.00 each

Superior Court Public Records Officer (PRO):

Superior Court PRO:	Jane Severin
Mailing address:	San Juan County Superior Court 350 Court Street #7 Friday Harbor, WA 98250
Location address:	San Juan County Courthouse 2 nd Floor, Superior Court Offices Friday Harbor, WA 98250
Telephone:	(360) 370-7480
Fax:	(360) 370-7485
Email:	<u>supctpro@sanjuancountywa.gov</u>

<i>For Internal Use Only</i>	
Request Received: on (date) _____	at _____ AM/PM
CC to County PRO on: _____	at _____ AM/PM
By: _____	Request Number: _____

