



Lynnwood Municipal Court
Request for Court Records
GR 31

WHAT DOCUMENTS WOULD YOU LIKE? Copy fees are \$.50 per page or \$.25 per page for Electronic Court Records. Copies of Court Recordings are \$20.00 per CD. Payment may be made by cash, check, Visa or MasterCard Visa/Debit Card

DO YOU NEED CERTIFIED COPIES? YES / NO (circle one) \$5.00 1st page, \$1.00 each additional page

- Complaint/Citation/Information
Judgment/Sentence Form
No Contact Order
Stipulated Order for Continuance
Electronic Docket
Plea Agreement

Other (specify) \_\_\_\_\_

After fees have been paid, copies may be picked up at the court during regular business hours from 8:30 a.m. to 4:30 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).

I agree that the information obtained will not be used for commercial purposes, and that it will be protected from commercial use.

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

Internal Use Only: Date Requestor Advised: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_