

# Lynnwood Municipal Court

## Request for Review of Records Officer's Decision

### PROCEDURES

#### INTERNAL REVIEW

1. Appeals of decisions made by the records officer of the Lynnwood Municipal Court will first be reviewed by the Lynnwood Municipal Court Presiding Judge. Requests for review must be in writing and must be received by the Administrative Office of the Courts no more than 90 calendar days after the date of the decision.
2. The Lynnwood Municipal Court Presiding Judge will complete the first review and provide a response within five business days of the date the request for review was received.
3. If the decision of the Lynnwood Municipal Court Presiding Judge is not accepted by the requester, Judge Pro Tempore Kristen Anderson or designee will conduct a second review of the decision. A response from Judge Pro Tempore Kristen Anderson or designee will be provided to the requester within five business days of the date the request for a second review was received.

#### EXTERNAL REVIEW

If the requester is not satisfied after the three-step internal review, there are two alternatives available.

1. The requester may file a civil action in superior court to challenge the records decision. Please see GR 31.1 d (4) (i) REVIEW VIA CIVIL ACTION IN COURT.
2. The requester may ask for an informal review by a visiting judge or other outside decision maker. Please see GR 31.1 d (4) (ii) ADMINISTRATIVE REVIEW BY VISITING JUDGE OR OTHER OUTSIDE DECISION MAKER.

All forms, requests, and correspondence related to the appeal must be directed to the Lynnwood Municipal Court. Please remember that requests for appeal or review of a decision made by the public records officer must be in writing.

Mailing address: Paulette N. Revoir  
Public Records Officer  
Lynnwood Municipal Court  
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Lynnwood, WA 98036

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