LYNNWOOD WASHINGTON MUNICIPAL COURT

Lynnwood Municipal Court
Request for Records

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: $** _____