



# GRANT COUNTY DISTRICT COURT

PO BOX 37, 35 C ST NW, EPHRATA, WA 98823  
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Email Address - [gcdistrictcourt@co.grant.wa.us](mailto:gcdistrictcourt@co.grant.wa.us)

*Janis Whitener-Moberg, Presiding Judge      Richard C Fitterer, Judge*  
*Brian D. Barlow, Court Commissioner      Barbara J. Smith, Court Administrator*

## REQUEST FOR COURT RECORDS

The Grant County District Court provides copies of court records, pursuant to ARLJ 9 and GR 31. Fees are as follows:

- Copy fee: \$0.50 per page
- Certified Copy fee: \$5.00 per document, plus \$1.00 per page
- CD copy fee: \$10.00 per disc.
- Exceptional record search/Large project fee: \$20.00 per hour, plus copy fees

If documents are to be mailed, you will be notified of the cost and the documents will not be mailed until all fees are paid. These fees are not refundable. If documents are not picked up within 30 days, they will be destroyed. If the court cannot access and prepare the information immediately, you will be notified when they will be available.

Defendant's name: \_\_\_\_\_ DOB: \_\_\_\_\_

Case number (s): \_\_\_\_\_

### Documents requested:

Complaint / Citation \_\_\_\_\_ Case report \_\_\_\_\_ Docket \_\_\_\_\_

Guilty Plea / Stipulation \_\_\_\_\_ Judgment and Sentence \_\_\_\_\_

CD for hearing date: \_\_\_\_\_

Other documents: \_\_\_\_\_

### Person requesting information:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

***\*I agree that the information provided will not be used for commercial purposes and I will not release it to any unauthorized person(s).***

**Clerk use:** Copies prepared on: \_\_\_\_\_ Amount paid: \_\_\_\_\_