



Requesting Records from the SeaTac Municipal Court SeaTac 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 first page, \$1.00 each for subsequent page*

Complaint/Citation/Information _____ Judgment/Sentence Form _____
No Contact Order _____ Plea Agreement _____ Electronic Docket _____
Stipulated Order for Continuance _____ AH or DV Petition/Order _____

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 they will be mailed to you provided you supplied a self-addressed stamped envelope.

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 _____

Signature of requestor: _____ Date: _____

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