



Adams County District Court Ritzville

Telephone: (509) 659-1002

210 West Broadway, #305

Ritzville, Washington 99169

Email: districtcourtritzville@co.adams.wa.us

Request for Documents
Public Records/Data Dissemination

Defendants Information:

| | |
|--------------------|--|
| Name: | |
| DOB: | Date of Violation: |
| Citation #: | Fee Schedule: |
| | Driving Abstract: \$10.00 |
| | Copy of Docket: \$5.00 |
| | CD of Proceedings \$10.00 |
| | Search fee: \$20.00 per hour |
| | Certified Documents: \$5.00 for 1 st page |
| | \$1.00 for each additional page |
| | \$2.00 each additional Seal |

Requested Documents:

- Copy of Citation
- Court Docket
- Judgment and Sentence
- CD of proceeding
- Other: _____

DO THESE DOCUMENTS NEED TO BE CERTIFIED?* YES NO

*Certified Documents upon payment of invoice are sent by standard shipping through the USPS ONLY.

Requested by:

| | |
|------------------------|---------------|
| Name or Agency: | |
| Address: | |
| Phone #: | Email: |

I understand that the Criminal History Information/Court Records provided by the Adams County District Court Ritzville and release to my custody, will not be released to any unauthorized persons pursuant to RCW 42.17, the Public Disclosure Act of Washington, that the forgoing is true and correct.

Signature: _____ Date: _____

*****FOR OFFICIAL USE ONLY*****

| | |
|-------------------------------------|----------------------|
| REQUEST PROCESSED BY: | INVOICE SENT DATE: |
| NO DATA AVAILABLE LETTER SENT DATE: | FEE: \$ |
| RELEASE DENIED BECAUSE: | DATE DOCUMENTS SENT: |
| REVIEW BY AND DATE REVIEWED: | |