

Procedures:

- (1) The Superior Court Public Records Officer will respond within five (5) working days from receipt of this administrative records request.
- (2) The procedures, the fee structure for providing records, and the process for appealing the decisions of the Superior Court Public Records Officer can be found at the San Juan County Superior Court web site: <http://sanjuanco.com/suprcourt/default.aspx>.
If you would like a printed copy of the procedures, please contact the Superior Court Public Records Officer using the information noted below.
- (3) Any fees charged must be paid in advance of records being released.

Viewing records at Courthouse: No Charge
Copies & Scanning: \$0.15 per page
CD: \$20.00 each; USB: \$25.00 each

Research Fee: \$30.00/hour after first hour
Fax (8 ½ x 11 only): \$1.00 per page
Postage: actual cost; Envelope: \$1.00 each

Superior Court Public Records Officer (PRO):

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| Superior Court PRO: | Jane Severin |
| Mailing address: | San Juan County Superior Court 350 Court Street #7 Friday Harbor, WA 98250 |
| Location address: | San Juan County Courthouse 2 nd Floor, Superior Court Offices Friday Harbor, WA 98250 |
| Telephone: | (360) 370-7480 |
| Fax: | (360) 370-7485 |
| Email: | supctpro@sanjuanco.com |

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|-----------------------------------|-----------------------|
| <i>For Internal Use Only</i> | |
| Request Received: on (date) _____ | at _____ AM/PM |
| CC to County PRO on: _____ | at _____ AM/PM |
| By: _____ | Request Number: _____ |