

The reason you believe the PRO's decision was incorrect (It is important to be as specific as possible.): _____

PROCEDURES

Internal Review: If your administrative records request is denied, you may ask the Superior Court Judge to conduct an internal review of the denial. Requests for internal review must in writing and must be received within 90 calendar days from the denial by the Superior Court PRO. A review proceeding conducted by the Presiding Judge will be held within 5 working days of receipt of the request for review. If that is not reasonably possible, then within 5 working days the review shall be scheduled for the earliest practical date. The review proceeding is informal and summary. If you do not first request an internal review you cannot request an external review.

External Review: If the internal review process upholds the denial, you can request an external review. Request for an external review must be submitted within 30 days of the internal review decision. You may choose between two external review alternatives:

1. You may file a civil action in superior court to challenge the records decision. Please see GR 31.1 (d) (4) (i)
2. You may ask for an informal review by a visiting judge. Please see GR 31.1 d (4) (ii).