Grays Harbor County District Court

Megan M Valentine, Judge, Dept. 1

Andrea Vingo, Judge, Dept. 2

102 W. Broadway, Room 202 Montesano, WA 98563
ghdc1@graysharbor.us
2109 Sumner Ave, Room 201 Aberdeen, WA 98520
ghdc2@graysharbor.us
www.graysharbor.us

COURT RECORDS REQUEST FORM

1. WHO IS REQUESTING THE DOCUMENTS?

Name:_____ Agency (if any):_____

Address: _____ Apt#:_____

City:_____ State:_____ Zip:_____

Email _____

Telephone:_____

2. WHAT KIND OF DOCUMENTS DO YOU WANT?

☐ Complaint or Citation ☐ Judgment & Sentence ☐ No Contact Order ☐ Plea Agreement
☐ Stipulated Order for Continuance ☐ Docket ☐ Other: _____

3. WHAT IS THE PARTY'S NAME AND CASE NUMBER?

Party's Name:_____

Case Number(s): _____

The Records Clerk cannot conduct case searches for you; you must provide case number(s), or your request cannot be processed.

4. DO YOU NEED CERTIFIED COPIES? ☐ Yes ☐ No

List which documents:_____

3. HOW DO YOU WANT TO RECEIVE THE DOCUMENTS? ☐ Mail ☐ Email ☐ Pickup

- ***Do not include payment.*** You will be contacted by the Records Clerk with the exact amount and the method of payment. After fees have been paid, copies may be picked up during regular business hours from 8:00 a.m. to 4:30 p.m. (closed 12:00-1:00)
- **If documents are not claimed within 30 days, you will have to make another request and prepay**. For more information, contact the Records Clerk at dcrecords@graysharbor.us.

Signature of requestor:_____ **Date:**_____

Submit completed forms to:
dcrecords@graysharbor.us
Grays Harbor County District Court #1
Attention: Records Clerk
102 W. Broadway, Room 202
Montesano, WA 98563

Internal use only:
Date received: _____ By: _____
Date requestor notified: _____ By: _____
Amount due: $_____