



## THE MUNICIPAL COURT OF SPOKANE

### SPOKANE MUNICIPAL COURT DATA DISSEMINATION AGREEMENT

*All requests are subject to approval and compliance with Washington State Court Rule, General Rule 31, Access to Court Records, and Spokane Municipal Court Policy. Fulfillment of approved requests subject to payment of fees as described in this agreement.*

The following information is required for the Spokane Municipal Court to evaluate your request for court data from the Municipal Court Information System (MCIS).

Upon approval, the request will be forwarded to a programmer who will evaluate the request and provide a cost estimate. The Records Officer will provide this information to the requester and confirm approval to proceed with producing the data.

*Please complete and return this form to:*

**Brenda Corbett  
Records Officer  
Spokane Municipal Court  
1100 W Mallon Ave  
Spokane, WA 99260**

\_\_\_\_\_  
Requester Full Name

\_\_\_\_\_  
Agency/Company

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Day or Work Telephone

\_\_\_\_\_  
Facsimile

**1100 W. Mallon Ave, Spokane, WA 99260  
Telephone 509-625-4408**

Information requested (please be specific and provide as much detail as possible including SMC violation codes, data fields requested, etc.):

What will the information be used for? What precautions are in place to ensure information will only be used for this purpose?

Will the data be disseminated? If so, please describe.

If this information concerns a named individual, please provide necessary identifying information (i.e. date of birth, Driver's License number, current address, etc.):

The following fees are applied to information requests that require generation of a report from MCIS. Fees do not include printed copies of electronic documents such as dockets or screen prints. See the current [Fee Schedule](#) for additional fee information.

Administrative Fee	\$25.00/report
Evaluation/Research/Programming	\$30.00/hour
MCIS System Run Time	\$10.00/minute

**I, the undersigned:**

- Agree to use and distribute the information only as provided in the above referenced statement of intended use;
- Agree not to use the information for commercial purposes;
- Agree to take reasonable precautions to prevent disclosure of information beyond the above referenced statement of intended use;
- Agree to pay, unless payment is waived, the cost upon fulfillment of the request and receipt of an invoice from Spokane Municipal Court;
- Understand that Spokane Municipal Court makes no representation as to the accuracy and completeness of the data except for court purposes and requester agrees to indemnify and hold harmless the Spokane Municipal Court from any claims for damages arising from requester's use and distribution of the information; and
- Certify, under penalty of law, that all the information supplied above is true and a complete description.

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

**To be completed by Spokane Municipal Court: Records System No.:** \_\_\_\_\_

☐ Approved as Requested

**Fee to Complete Request:** \_\_\_\_\_

☐ Approved with Modifications – specify: \_\_\_\_\_

**Fee to Complete Request:** \_\_\_\_\_

☐ Not Approved

\_\_\_\_\_  
Spokane Municipal Court  
Records Officer

\_\_\_\_\_  
Date