



Spokane Municipal Court  
Office of the Presiding Judge

# Request for Review of Decision

GENERAL COURT RULE 31.1

### REQUESTING A REVIEW

If you disagree with the decision that the record you requested cannot be disclosed or has been redacted, you may choose to request a review.

Requests for review must be received within 90 days of the Records Officer's decision. The initial internal review will be held within five business days or as soon as practical from the date the request was received.

For more information on the process to appeal a decision, visit our [website](#) or contact us.

### SUBMIT REQUEST

Submit your completed form by one of the following methods.



#### US MAIL

Spokane Municipal Court  
Attn: Records Officer 1100 W.  
Mallon Ave Spokane, WA  
99260



#### EMAIL

[MCRecords@spokanecity.org](mailto:MCRecords@spokanecity.org)

### QUESTIONS? Contact Us

Visit our [website](#)

Call: 509-625-4432

Email: [MCRecords@spokanecity.org](mailto:MCRecords@spokanecity.org)

### REQUESTER

Indicate how you prefer to receive communication.

Email

U.S. Postal Service

Name

Agency/Company

Address (Street, City, State, Zip Code)

Phone number including area code

E-mail Address

### RECORDS REQUEST ID#

Found on the records request response you received

### DESCRIPTION OF RECORD(S)

Describe the record(s) you requested that were not released or the information that was withheld. Attach additional pages if necessary.

### REASON FOR APPEAL

Describe in detail why you believe the Record Officer's decision may be incorrect. Attach additional pages if necessary.

Signature

Date

*By typing my name in a signature field and clicking "Submit", I agree that my typed name will be the electronic representation of my signature for all purposes, including legally binding agreements, declarations of fact under penalty of perjury, and acknowledgment of receipt of information and/or documents, just the same as a pen and paper signature.*