FRANKLIN COUNTY SUPERIOR COURT CLERK COPIES/RECORDS REQUEST FORM
ONLY TO BE USED FOR SUPERIOR COURT RECORDS

PLEASE ALLOW 7 DAYS FOR PROCESSING

Please Print

Case Name _____ **Case #** _____

Full names of parties at the time of the action:

_____ _____

I am requesting the following Superior Court documents:

Title of Document Requested	Date of Order/Filing Date

☐ **Certified Copies** ☐ **Non-Certified Copies (Regular Copies)**

☐ **I am requesting the complete file.** (See *note below.) **Date Needed** _____

Costs for copies - RCW 36.18.016(4) & (11):

Uncertified Documents: $0.50 per page for uncertified copies, Email documents $0.25 per page.

Certified Documents: $5.00 for the first page of each document. $1.00 for each subsequent page per document.

Authenticated/Exemplified Documents: $3.00 for the Authenticated Certification plus certified copy fee. ($5.00 for the first page, $1.00 for each subsequent page, per document.)

CD - $0.25 per page plus $20.00 CD charge.

1983 Cases and Older: $30.00 search fee allowed for each request plus copy fees.

Note: Requests for large copy jobs will require a $30.00 fee for clerk's time to calculate costs. **This fee is collected at the time the request is made.** At the time of ordering large jobs, you must determine whether you are requesting certified or non-certified copies. Expedited record services: $30.00 fee.

Copies by Mail:

Requests for copies can be mailed. Include this completed form and payment, and then send to:

Franklin County Clerk's Office
Superior Court Records Request
1016 N. 4th Avenue B306
Pasco, WA 99301

Requests must include a ***cashier's check or money order (no personal checks)*** in the appropriate amount (see fees above) and **a business-size, stamped, self-addressed return envelope**.

Name _____ **Phone #** _____

Address _____ **Email** _____

_____ **Amount Enclosed** _____