

Procedures:

- (1) The Public Records Officer will respond within five (5) working days from receipt of this administrative records request.
- (2) The procedures, the fee structure for providing records and the process for appealing the decisions of the Public Records Officer regarding exemptions, redaction and identification of the records can be found at www.cityoflakewood.us/municipal-court/records. If you would like a printed copy of the procedures, please contact the public records officer using the information noted below.

Public Records Officer: Deana Wright, Court Administrator
Lakewood Municipal Court
6000 Main St SW
Lakewood WA 98499
(253) 512-2258
AdministrativeCourtRecords@cityoflakewood.us

Name: _____ Phone () _____

Fax: () _____ E-mail Address: _____

Request Received: _____ at _____ AM/PM

By: _____