

## ***SUMMARY OF PROCEDURES TO SEEK FURTHER REVIEW***

If you are notified that the record you requested cannot be disclosed or that the record you received has been redacted and you disagree with the decision, you may seek review of the decision. GR 31.1(d). There are two separate review processes to follow, internal and the external review.

1. Internal review within court or agency. The court has a method for review by the presiding judge. The forms to request review are located at [www.cityoflakewood.us/municipal-court/records](http://www.cityoflakewood.us/municipal-court/records) and must be submitted within 90 days of the Public Record Officer decision. The review proceeding is informal and summary. In most situations, the review proceeding shall be held within five working days of the request.
2. External review. A record requester who disagrees with the court's decision may obtain further review by asking for an external review of the internal decision made by the court. Request for such review must be made within 30 days of the internal review decision of the court. The requester may choose between the two alternative external reviews.
  - a. Review via civil action in court; or
  - b. Informal review by visiting judge or other outside decision maker.