

Clark County District Court  
in the State of Washington



## COURT RECORDS REQUEST

Date of Request \_\_\_\_\_  
Name of Requestor \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
Notes \_\_\_\_\_

**I prefer to receive these records in the following format:**

- ☐ Paper Copies (\$0.50 per page)  
☐ Email Copies  
☐ Certified Copies (\$5 first pg \$1 subsequent pg / per doc)

*There is a Research/Processing Fee of \$20 (per ARL6) for all requests.*

Document Requested	Case Number	Defendant Full Name

- ☐ I am requesting the complete file  
☐ Email copies to (if different from above) \_\_\_\_\_  
☐ Hold Copies for pick-up  
☐ Return Copies by Mail: \_\_\_\_\_  
☐ Place copies in Law Firm file (for pick-up)

***An invoice will be included with requested copies, payable on receipt.***

Please submit completed Court Records Request Forms via email, fax, in person or mail at the address below:

Clark County District Court  
P.O. BOX 9806  
1200 Franklin Street  
Vancouver, WA 98666-8806  
Telephone: (360) 397-2424  
Fax: (360) 397-6044  
Email: distct@clark.wa.gov