

# GRANT COUNTY DISTRICT COURT



PO BOX 37, 35 C ST NW, EPHRATA, WA 98823  
(509) 754-2011 EXT 3192, Fax (509) 754-6099  
Email Address - [gcdistrictcourt@grantcountywa.gov](mailto:gcdistrictcourt@grantcountywa.gov)

Brian D. Barlow, Presiding Judge  
Nicholas L. Wallace, Judge

Brian D. Gwinn, Judge  
Melissa K. Chlarson, Court Commissioner

## REQUEST FOR COURT RECORDS

Grant County District Court provides copies of court records, pursuant to GR 31. Fees are as follows:

- Non-Certified Copy fee: \$0.50 per page
- Certified Copy fee: \$5.00 per document, plus \$1.00 per page
- CD copy fee: \$10.00 per disc.
- Exceptional record search/Large project fee: \$20.00 per hour, plus copy fees

You will be notified of the cost and the documents will not be sent until all fees are paid. These fees are not refundable. If documents are not paid for within 30 days, they will be destroyed. If the court cannot access and prepare the information immediately, you will be notified when they will be available.

**Personal Checks are not accepted for Court Records. Payment can be made with Cash, Cashier's Check, or Credit Card.**

Defendant's name: \_\_\_\_\_ DOB: \_\_\_\_\_

Case number (s): \_\_\_\_\_

### Documents requested:

- Complaint / Citation       Guilty Plea / Stipulation       Docket
- Judgment and Sentence       Public Defendant Case History       CD for hearing date: \_\_\_\_\_
- Other documents: \_\_\_\_\_

Do you prefer documents be: \_\_\_\_\_ Certified or \_\_\_\_\_ Non-Certified (Please note fee difference above)

### Person requesting information:

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

*\*I agree that the information provided will not be used for commercial purposes and I will not release it to any unauthorized person(s).*

Clerk use: Copies prepared on: \_\_\_\_\_ Amount Owing: \_\_\_\_\_

1st Notice: \_\_\_\_\_ 2nd Notice: \_\_\_\_\_

Copies Sent: \_\_\_\_\_ How Sent: \_\_\_\_\_