

# **SNOHOMISH COUNTY DISTRICT COURT CHARGING OF FEES FOR ADMINISTRATIVE RECORDS REQUESTS**

## **1) POLICY STATEMENT:**

**Snohomish County District Court shall assess costs and fees for all requests for administrative records in accordance with General Rule 31.1(h).**

### **a) Overview**

This policy sets forth the process by which Snohomish County District Court will determine fees and costs associated with a request for administrative records.

### **b) Copy Fees**

A fee not to exceed the amount that is authorized in the Public Records Act, chapter 42.56 RCW will be charged for the photocopying or scanning of administrative records and for materials such as USB drives, CDs or other media.

### **c) Research and Preparation Fees**

A fee of \$30 per hour will be charged for research and preparation services required to fulfill a request taking longer than one hour. Fees will be charged for Public Records Officer and any other District Court staff involved in the research and preparation of request. A fee will not be charged for any research and preparation conducted by any other Snohomish County department, including Department of Information Services.

### **d) Fees to View Records**

A fee will not be charged to view administrative records, except that research and preparation fees may still be charged. A requestor will not be allowed to copy, scan or otherwise reproduce any portion of any administrative record without the assistance of Public Records Officer or other court staff.

### **e) Reduced Fees**

i) A Reduced Fee Program will be provided to eligible persons based on the requestor's ability to pay. Ability to pay is determined by the household size and monthly income relative to a discount schedule based on the most recently available federal poverty income guidelines.

(a) Requestors with verified income at or below 100% of federal poverty guidelines will be charged a fee of \$10 per hour for research and preparation services required to fulfill a request taking longer than one hour.

(b) Requestors with verified income at or below 200% of federal poverty guidelines will be charged a fee of \$15 per hour for research and preparation services required to fulfill a request taking longer than one hour.

- (c) Requestors with an income above 200% of federal poverty guidelines will be charged the standard fee of \$30 per hour for research and preparation services required to fulfill a request taking longer than one hour.
- ii) Application for the reduced fee program must be completed and submitted to the Public Records Officer within 5 days of the initial request and before records are provided. If completed application is not provided within this time, the application for reduced fees will not be considered and requestor will be responsible for full payment of fees.
- iii) Requestors applying for the fee discount program must provide a true and correct affidavit of monthly income and family size.
- iv) Determination of eligibility will be made by the Public Records Officer within 10 days of receipt and will be final. No records will be provided until after determination of eligibility is made and all applicable fees are paid in full.

**f) Payment of fees**

- i) A deposit in an amount not to exceed the estimated cost of providing copies may be required.
- ii) Prepayment in full for research and preparation of request may be charged.
- iii) Fees may to be paid by cash, check or by credit or debit card.
- iv) No records will be provided until all fees are paid in full.