

Request for Review of Records Officer's Decision

PROCEDURES

INTERNAL REVIEW

1. Appeals of decisions made by the records officer of the Poulsbo Municipal Court will first be reviewed by the Presiding Judge of Poulsbo Municipal Court. Requests for review must be in writing and must be received by the Poulsbo Municipal Court no more than 90 calendar days after the date of the decision.
2. The Poulsbo Municipal Court Presiding Judge will complete the first review and provide a response within thirty calendar days of the date the request for review was received.

EXTERNAL REVIEW

If the requester is not satisfied after the internal review, there are two alternatives available.

1. The requester may file a civil action in superior court to challenge the records decision. Please see GR 31.1 d (4) (i) REVIEW VIA CIVIL ACTION IN COURT.
2. The requester may ask for an informal review by a visiting judge or other outside decision maker. Please see GR 31.1 d (4) (ii) ADMINISTRATIVE REVIEW BY VISITING JUDGE OR OTHER OUTSIDE DECISION MAKER.

All forms, requests, and correspondence related to the appeal must be directed to the Port Orchard Municipal Court. Please remember that requests for appeal or review of a decision made by the public records officer must be in writing.

Mailing address: Public Records Officer
 Poulsbo Municipal Court
 200 NE Moe St
 Poulsbo, WA 98370

E-Mail address: poulsbomunicipalcourt@cityofpoulsbo.com