



REQUEST FOR ACCESS TO COURT FILES OR RECORDS

Please return to: Tukwila Municipal Court, 6200 Southcenter Blvd.,
Tukwila, WA 98188 or by FAX: 206-433-7160, or by email: Court@tukwilawa.gov
Questions should be directed to 206-433-1840

RECORD/DOCUMENT INFORMATION *Must have one of the following combinations: 1) Name and date of birth of a party; 2) Name and Washington driver's license number of the party; 3) Case number. Other helpful information is the type of charge and date of violation.

Defendant's Name: _____

Date of birth: _____

Defendant's Driver's License Number / State: _____

Case Number(s) (or) Type of Charge (or) Date of violation: _____

WHAT DOCUMENTS WOULD YOU LIKE? **** Copy and document retrieval fees may apply.

DO YOU NEED CERTIFIED COPIES? YES / NO (circle one) \$_____ per document

Complaint/Citation/Information Judgment/Sentence Form No Contact Order Plea Agreement

Stipulated Order for Continuance AH or DV Petition/Order Electronic Docket

Other (specify) _____

After fees have been paid, copies may be picked up at the court during regular business hours from 9:30 a.m. to 4:00 p.m.
If you cannot pick up your documents, please indicate your preferred delivery method (circle one): Mail / Fax / E-mail

REQUESTOR'S INFORMATION

Agency (if applicable): _____

Name: _____ Fax #: _____

Telephone #: _____ Apt#: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail Address _____

**If documents are not claimed within 30 days, reapplication and prepayment
will be required including previous fee(s).**

Signature of requestor: _____ Date: _____

Internal Use Only: Date Requestor Advised: _____ Amount Due: \$ _____