BENTON COUNTY SUPERIOR COURT CLERKS OFFICE
REQUEST FOR RECORD SEARCH - FEE: $30.00 CHARGE PER REQUEST OR $30 PER HOUR WHICH EVER IS GREATER (RCW 36.18)

A record search should be completed within 14 days. If this is not possible, requestor must receive written notice from the clerk within 10 days that:
1. More time is needed and how much more time.
2. Not possible to provide information and why.
3. Request denied and reason for denial.

_____
Today's Date

_____
Name of Defendant: **LAST** **FIRST** **MIDDLE**

_____
Alias of any other name used such as maiden name

_____
Mailing Address

_____
City State Zip Code

_____
Telephone Area Code Home & Work Date of Birth

INCLUDE ANY BUSINESS NAMES AND/OR SPOUSE NAMES WHEN REQUESTING CIVIL SEARCH

_____
Business Name

_____
Spouse Name

_____
Signature

WHAT WILL THIS INFORMATION BE USED FOR? _____

_____

HOW WILL IT BE DISTRIBUTED? _____

_____

IF THIS SEARCH IS FOR SOMEONE OTHER THAN YOURSELF, PLEASE SUPPLY US WITH YOUR MAILING ADDRESS OR TELEPHONE NUMBER WHERE TO CONTACT YOU.

_____
Name of organization or your name Area code/Telephone Number

_____
Mailing Address

_____
City State Zip Code

DO YOU WISH FORM MAILED: _____ CALL ME I'LL PICK IT UP? _____

SEARCH WILL NOT INCLUDE CIVIL UNLESS REQUESTED. **Clerk Staff shall not make any representations as to the accuracy and completeness of the data except for court purposes. The liability for misuse of the Judicial Information System released is the sole responsibility of the requestor, and neither the court nor clerk staff is liable for any misuse of the information released.**

☐ **No Information has been found for the above mentioned name**

_____
Deputy Initials