Franklin County District Court

1016 N. 4th Ave Bldg B218 Pasco, WA 99301
Office (509) 545-3593
FAX (509) 545-3588

TRINITY OROSCO
DISTRICT COURT JUDGE

KELLY FIELDS
COURT ADMINISTRATOR

Copies/Records Request

Whom is the request regarding?

Full name: _____
Last First Middle

Also known as: _____

Date of Birth: _____

Case Number(s): _____

Person requesting information:

Name: _____

Address: _____

City/ST/Zip: _____

Phone No.: _____ Fax No.:_____

E-Mail: _____

Documents Requested: ☐ **Certified Copy ($5.00 Per Page)** ☐ **Non-Certified Copy ($.50 per page)**

☐ Guilty Plea

☐ Complaint/Citation

☐ Docket(s)

☐ Judgment and Sentence

☐ Audio of Court Proceeding **($20.00)**
(USB Thumb Drive or Email)

Other: _____

_____

Please return the requested document(s) via: ☐ Fax ☐ Mail ☐ E-Mail ☐ Pick up in Person

Request for records can be mailed or faxed to the Court.

Once you are contacted by the Court with the amount due you may pay by phone or on-line:
1-855-619-0158 or www.franklindistrictpayments.com.