



WSBA

WASHINGTON STATE BAR ASSOCIATION

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Seattle, WA 98101

Phone: (206) 443-9722

Fax: (206) 443-8314

Email: PublicRecords@wsba.org

Request for Public Bar Records

Please fill out this form completely and submit it to WSBA by email, mail, or in person. You should save a copy for your records.

Date of request:

Name of Requester:

Address:

City:

State:

Zip Code:

Email address of Requester:

Title of record(s) (if known):

Date of record(s) (if known):

Location of record(s) (department – if known):

Additional information:

Please describe the records you are requesting and any additional information that will help us find these records for you as quickly as possible. If you do not provide enough information for us to identify the records, we may deny your request.

I understand that I may view records at WSBA's offices without charge, except that I will be charged for any copies requested (scanned or paper copies), and for staff time expended in identifying and gathering responsive records, per the fee schedule on the WSBA website public records page. WSBA may require a deposit or full payment before the records are provided.

Requested format:

- Paper copies
- Electronic copies
- I prefer to make an appointment to review the records before copies are made.

Requested method of delivery:

- Please mail the records to me (for paper copies, or electronic copies saved on a CD).
- Please email the records to me (for electronic copies – if feasible).
- Please call or email me and I will pick up in person.

Signature:

Date: