



WSBA

WASHINGTON STATE BAR ASSOCIATION

1325 Fourth Avenue, Suite 600
Seattle, WA 98101

Email: PublicRecordsAppeals@wsba.org

Request for Review of Public Bar Records Decisions

Use this form to request review of WSBA's decisions on public Bar records requests. The deadline for submitting this form depends on the type of decision you are asking to be reviewed. Requests for review submitted after the applicable deadline will not be accepted. You should follow the instructions on this form carefully, and refer to GR 12.4(h) for more information on the review process.

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

Name:

Address:

City:

State:

Zip Code:

Email address:

Date of decision to be reviewed:

Type of review requested:

- Review by Executive Director of decision by public records officer (PRO) to deny my records request (in whole or in part)
→ **Request for review must be submitted within 90 days of PRO's decision.**
- Review by Executive Director of decision by public records officer (PRO) to release records about me

→ Request for review must be submitted within 90 days of PRO’s decision.

Review by Records Request Appeals Officer (RRAO) of decision by Executive Director

→ Request for review must be submitted within 30 days of Executive Director’s decision.

Signature:

Date:

Instructions for submitting a request:

To Submit Your Request by Email:	To Submit Your Request by Mail:	To Submit Your Request in Person:
<p>Email completed form to PublicRecordsAppeals@wsba.org</p> <p>Requests will be considered submitted when received (as defined below).</p> <p>Requests received outside of regular business hours (8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays), will be considered received on the next business day.</p>	<p>Mail completed form to Paula C. Littlewood Executive Director 1325 Fourth Avenue, Suite 600 Seattle, WA 98101</p> <p>Requests will be considered submitted when postmarked.</p> <p>Requests will be considered received (for purposes of scheduling the review) when WSBA’s Office of the Executive Director receives your mail.</p>	<p>Deliver completed form to WSBA 1325 Fourth Avenue, Suite 600 Seattle, WA 98101 during regular business hours (8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays).</p> <p>Requests will be considered submitted when received (as defined below).</p> <p>Requests will be considered received when delivered to the person staffing WSBA’s reception desk during regular business hours.</p>

To be timely, requests must be submitted by the deadlines indicated above (under “Type of review requested”), based on the type of review you are seeking (90 days for review of decisions of the PRO, or 30 days for review of decisions of the Executive Director). Requests not submitted by the applicable deadline will not be accepted, and you will have lost your right to request review.