

**Kitsap County Superior Court  
Policies and Procedures for Requesting  
Access to Superior and Juvenile Court  
Administrative Records**

*(Adopted: December 16, 2015)*

*(Revised: June 7, 2022)*

*(Revised: April 23, 2026)*

**Policy Statement:**

The Kitsap County Superior Court and Juvenile Court Administrators' Offices shall respond promptly to all administrative records requests made under General Rule 31.1 (GR 31.1 - Access to Administrative Records) and case law related to the disclosure of administrative judicial records.

This policy sets forth the procedures through which members of the public may request access to Kitsap County Superior and Juvenile Court administrative records under GR 31.1.

**Designated Public Records Officer(s):**

The Kitsap County Superior Court judges have designated the following individuals to serve in the capacity of public records officer(s) for the Kitsap County Superior Court and Juvenile Court, respectively:

Mr. Frank A. Maiocco, Jr.  
Superior Court Administrative Records  
Kitsap County Superior Court  
614 Division St., MS-24  
Port Orchard WA 98366  
Phone: 360-337-7140  
Fax: 360-337-4673  
Email: [fmaiocco@kitsap.gov](mailto:fmaiocco@kitsap.gov)

Ms. Shara Sauve  
Juvenile Court Administrative Records  
Kitsap County Juvenile Court  
1338 SW Clifton Road  
Port Orchard WA 98367  
Phone: 360-337-5465  
Fax: 360-337-5404  
Email: [ssauve@kitsap.gov](mailto:ssauve@kitsap.gov)

**Requesting Court Administrative Records:**

To request Superior or Juvenile Court administrative records under Washington State General Rule 31.1, you must complete the Kitsap County Request for Disclosure of Public Records form. All requests for access to court administrative records must be in writing and submitted to the designated public records officer set-forth above. The Request for Disclosure of Public Records form may be obtained in person at the Reception Desk in Room 210 of the Kitsap County Courthouse; the Reception Desk located in the Youth Services Center; or, by clicking the following link:

[www.kitsap.gov/sc](http://www.kitsap.gov/sc)

Within five working days (excluding weekends and holidays) of receipt of the request, the designated public records officer shall respond to the requestor by (1) providing responsive documents along with a statement of why any documents are exempt from disclosure; (2) providing a date by which responsive documents will be provided; or, (3) requesting clarification of the request. The public records officer may also communicate with the requestor to determine if the requestor's need would be better served with a response other than the one actually requested.

For requested copies of court administrative records, the court will charge a fee of \$0.15 per copy plus the cost of mailing. Additionally, for requests that require internal research in excess of one hour, the Court will charge \$30.00 per hour for the second and each subsequent hour in which research is necessary. A deposit in an amount not to exceed the estimated cost may be required before any copying or mailing is started.

Pursuant to General Rule 31.1, court case file records and/or judges' chambers records are not subject to public request under this Rule. Access to court case file records is defined under Washington State General Rule 31. Most of these records are open to the public and easily accessible through the Clerk's Office. For further information, please contact the Kitsap County Clerk's Office at 360-337-7164 or on their web site at [www.kitsap.gov/clerk/](http://www.kitsap.gov/clerk/). Reasonable charges may apply.

Per GR 31.1(m), chambers records are not administrative records and are not subject to disclosure.

### **Requesting Review of Denied Access to Court Administrative Records:**

A record requestor may seek an internal review of the decision(s) of the Superior Court or Juvenile Court public records officer to deny access or withhold court administrative records made under GR 31.1. Any request for internal review must be made in writing and directed to the Superior Court Presiding Judge or his/her designee, in care of the Superior Court or Juvenile Court public records officer. Final decision-making authority over disclosure of court administrative records of the Kitsap County Superior or Juvenile Court shall be vested in the Presiding Judge or his/her designee.

A record requestor's petition seeking internal review of a public records officer's decision must be submitted within 90 calendar days of the public records officer's decision. A written petition for informal review may be presented in any format, and should include, at a minimum, a restatement of the public records originally requested of the designated public records officer, a summary of what was received, and a detailed description of the reasons in which you believe the records officer erred in his/her decision(s).

The informal review process is informal and summary in nature. The review proceeding shall be held within five working days (excluding weekends and holidays) of the date on which the petition is received. If completion of the review proceeding is not reasonably possible within five working days, then the review shall be scheduled for the earliest

practicable date thereafter, and the records requestor will be promptly notified within this initial, five-day period.

At the conclusion of an internal review, a records requestor may wish to consult GR 31.1 regarding external review alternatives if s/he disagrees with the outcome of an internal review.

**Opposition to Disclosure of Court Administrative Records by Named Party:**

Unless otherwise required or prohibited by law, the Superior Court or Juvenile Court public records officer will notify any person, other than a State or County government employee, who is specifically named in a records request or to whom a record specifically pertains. The person named in the record(s) will be notified, in writing, within five working days (excluding weekends and holidays) of receipt of the request.

A person, other than a State or County employee, who is specifically named in a records request, or to whom a record specifically pertains, may present information opposing the disclosure to the Superior Court or Juvenile Court public records officer. The named person shall notify the applicable public records officer in writing of his or her objections within ten working days of the date of the notification. All objections must be submitted in writing. Failure to present written objections within ten days of the date of the public records officer's notification effectively waives this right.

Upon receipt, the applicable public records officer will have five working days from the date the objections are filed in which to notify the requestor and the person named in the records regarding his decision to disclose the specified records.

If the applicable public records officer decides to allow access to requested records despite a named party's opposition, the person who is named in the record has a right to initiate the informal review process set-forth above. If either the subject of the record or the record requestor objects to informal review, then this process is unavailable as a remedy. The deadlines that apply to a requestor apply as well to a person who is the subject of a record request.