

**BENTON-FRANKLIN COUNTIES  
JUVENILE JUSTICE CENTER**

STATE OF WASHINGTON  
5606 W.Canal Place, Suite 106  
KENNEWICK, WASHINGTON 99336-7665

REQUEST FOR CD COPIES

**FEE \$25.00 PER CD PREPAID**  
**\$5.00 SHIPPING AND HANDLING IF APPLICABLE \*\* SEE BELOW**

PLEASE PRINT OR WRITE CLEARLY.

\_\_\_\_\_  
TODAY'S DATE

\_\_\_\_\_  
CASE NUMBER - *MANDATORY*

\_\_\_\_\_  
VS

\_\_\_\_\_  
CASE TITLE

\_\_\_\_\_  
DATE OF HEARING - *MANDATORY*

\_\_\_\_\_  
COURTROOM WHERE HEARING WAS HELD

**IF YOU ARE REQUESTING COPIES OF MULTIPLE PROCEEDINGS PLEASE LIST ADDITIONAL  
CASES AND HEARING INFORMATION ON A SECOND PAGE**

***REQUESTOR INFORMATION:***

\_\_\_\_\_  
*NAME*

\_\_\_\_\_  
*PHONE NUMBER (INCLUDING AREA CODE)*

\_\_\_\_\_  
*ADDRESS*

\_\_\_\_\_  
*CITY*

\_\_\_\_\_  
*STATE*

\_\_\_\_\_  
*ZIP CODE*

CD'S NOT PICKED UP WITHIN 14 DAYS WILL BE DESTROYED AND ADDITIONAL FEES REQUIRED  
TO REPRODUCE.

**\*\* IF YOU WOULD LIKE THE CD MAILED TO YOU PLEASE PROVIDE A SELF ADDRESSED  
STAMPED ENVELOPE, IF AN ENVELOPE IS NOT PROVIDED PLEASE ADD \$5 FOR SHIPPING AND  
HANDLING.**

THE \$25 FEE PER CD (20 HOURS MAX PER CD) MUST BE PAID PRIOR TO THE COPIES OF ANY CD  
BEING MADE.

ALLOW A MINIMUM OF 2 WEEKS AFTER REQUEST FOR THE COPIES TO BE COMPLETED.

THE LIABILITY FOR MISUSE OF THE INFORMATION RELEASED IS THE SOLE RESPONSIBILITY OF  
THE REQUESTOR. IS LIABLE FOR ANY MISUSE OF THE INFORMATION RELEASED.

CD FEE

AMOUNT PAID \$ \_\_\_\_\_