



Where Life is Sweet

HERMISTON MUNICIPAL COURT
330 South First Street, Hermiston, OR 97838
Phone: 541-567-6610
Email: court@hermiston.or.us

PUBLIC RECORDS REQUEST

Attention Requester: This form is to be used for general public records requests, for inspection or copies, held by the City of Hermiston. Requests must be made in writing, using this form, and submitted to: Court Manager, Mollie Crosian, at the information above. Police Department and all other City records (City Hall) must be requested separately, through each department, using a similar, but different form. The City shall respond to public record requests within five (5) working days of receipt, excluding staff absences. Oregon law allows City's to recoup costs, from requesters, to fulfill records requests, including: summarizing, compiling and/or tailoring public records, as well as actual costs of staff time spent searching, locating, reviewing, redacting, copying and/or sending records to the requester. Some requests involve higher costs depending on the staff time required for research, or the time involved to complete requests. The requester will be notified of the fees associated with filling the request. The total fee is due before the records will be processed. If the request is denied, a specific reason(s) will be given. Public bodies are not required to explain or answer questions about their public records, nor are they required to create public records where none exist. Fee schedule attached.

Requester Information (Please print legibly)

Form with fields: Name, First and Last & Organization/Business Name; Date of Request; Mailing Address including City, State, & Zip Code; Email Address; Daytime Phone; Signature; Preferred Method of Contact (Phone, Email, Mail).

Request is for:
___ Inspection of Public Records (will be reviewed at Municipal Court) ___ Copies (either paper or electronic) of Public Records
How would you like to receive these records?
___ Pick-Up at Municipal Court ___ Emailed ___ U.S. Mail

Description of Record(s)

Case/Cite/Docket Number; Date or Year of Record; Name of Involved Person; Date of Birth

Other pertinent information that could narrow the search: _____

**** FEES ARE NON-REFUNDABLE****

Paper Copies (per page, per side)- In addition to other fees		Electronic Formats- In addition to other fees	
\$0.25	black & white- up to 11x17	\$5.00	DVD, CD, or USB
\$1.00	color & photos- up to 11x17	\$35.00	Minimum Charge for copy of Audio & Video Recording, in addition to other fees. ("Lengthy Requests" fee waived for 1 st hour of processing.)
\$2.00	18 x 24 black & white		
\$3.00	24 x 36 black & white		
\$4.00	36 x 40 black & white	Processing Fees- In addition to other fees	
\$20.00 Flat Fee	Police & Municipal Court Report, including discovery, except court appointments. (regardless of page count or electronic format)	Actual Cost	Attorney fees
		\$35.00/hr	*"Lengthy requests" (requests over 15 mins to complete), in addition to other fees.
			*Fee's charged at 15 min increments. *Requests less than 15 mins to process may be waived, excluding serial requests.
Actual Cost	Maps Nonstandard Documents Colored documents larger than 11x17		

**A waiver or reduction of fees can be given if the requested record(s) primarily benefit the general public. If you'd like to apply for a waiver or fee reduction, please explain how the record benefits the general public or why the City should consider a waiver/reduction of fees for other reason(s): _____

STAFF USE ONLY

Date Received:	Actual Fees Paid: \$
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_____ The fee estimate for this public records request is \$_____. This fee must be paid in full prior to file retrieval. You have 60-days (by _____) to pay this amount in full before this request is considered closed. Please keep in mind this fee is an *estimate* and may require additional funds. Staff Response Date & Initials: _____

_____ The City will require additional time to process this request for the following reason(s):

- _____ The City is uncertain if we are the custodian of the requested record
- _____ Staff necessary to complete a response is unavailable
- _____ Compliance would demonstrably impede the public body's ability to perform other necessary services
- _____ The volume of public records requests being simultaneously processed

Estimated Date of Completion: _____ Staff Response Date & Initials: _____

- _____ Copies of all requested records, for which we are the custodian of, and do not claim an exemption for, are enclosed.
- _____ Requested records, for which we do not claim an exemption, are available for inspection. Please call to schedule an inspection appointment, within 60-days from the completed date below. Records will be unavailable after 60-days.
- _____ Requested information is already publicly available and can be located at: _____

_____ We are not the custodian of the requested record.
 _____ Requested records are exempt from inspection, copying, and/or disclosure under the Open Records Law for the following reason(s): _____

_____ Requester may seek review of the City's determination pursuant to ORS 192.450, 192.418, 192.422, 192.427, and 192.431.
 _____ Other: _____

Completed/Denied Date

Court Signature