**LAW LIBRARY REQUEST FOR**

 **PRIORITY ACCESS**

To receive consideration, this request must indicate an exceptional need regarding actions related to your **sentence, confinement, civil rights, and/or child dependency** and **must be completed in its entirety**. Use a separate form for each case. Failure to do so may result in the inability to process your request.

Date

Requestor name DOC number

Facility Housing unit

**Identify the deadline date for which you are seeking priority access**:

*This must be within 45 days of this request. If there is a letter, court order, or other document relating to the deadline you may attach a copy to assist in verifying the deadline.*

Case type: [ ]  Sentence [ ]  Confinement [ ]  Civil rights [ ]  Child dependency

Court in which you have the deadline:

Case, cause, or docket number:

Identify which rule or statute imposes the deadline:

Comments:

[ ]  Approved [ ]  Denied

Reason:

[ ]  Separatees checked (if applicable)

Requestor signature Date

Law Librarian/designee name Signature Date

**The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14.**

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