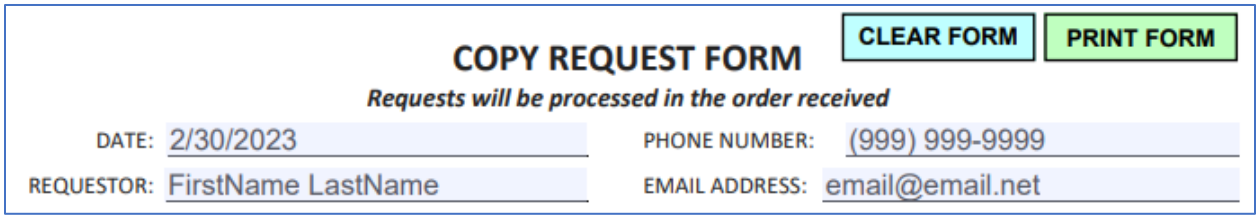
SUPERIOR COURT of SANTA BARBARA
SANTA MARIA • LOMPOC • SANTA BARBARA

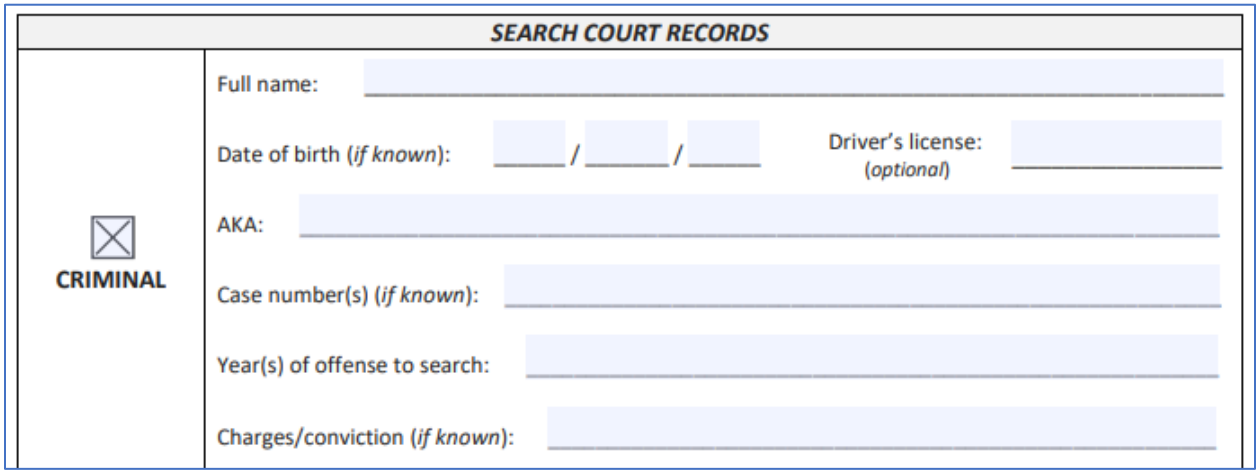
COPY REQUEST FORM INSTRUCTIONS

1. Fill in the top section of the *Copy Request Form*

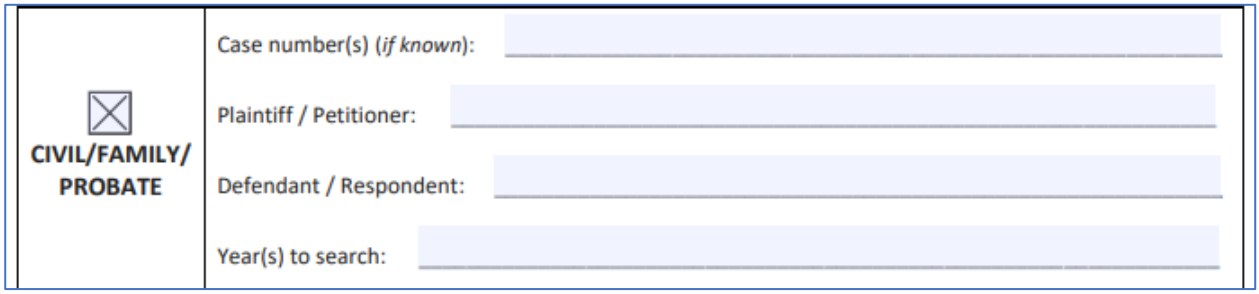


2. Select the appropriate case category in the *Search Court Records* section

2a. For **Criminal** case requests, complete this section with as much detail as possible. The date of birth is required for Criminal cases.



2b. For **Civil/Family/Probate** case requests, complete this section with as much detail as possible. If you are unsure about the case number, use the online portal to find more information.



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3. Specify whether the requested copies need to be **Certified** or **Non-Certified**

☐ CERTIFIED	☐ NON-CERTIFIED

Fees related to copies of court records (see page 2 of the Copy Request Form for additional and relevant fees):

- Copy fee - $0.50 per page [GC §70627(a)]
- Certification fee - $40.00 per document + Copy fees [GC §70626(a)(4)]
- Certified copy of divorce judgment - $15.00 + Copy fees [GC §70674]

4. For **Criminal** case records, select the appropriate box(es)

CRIMINAL
☐ Conviction / disposition documents (complaint, minute order, waiver, probation order)
☐ Minute Order dated:
☐ Entire file
☐ Other:

5. For **Civil/Family/Probate** case records, select the appropriate box(es)

CIVIL/FAMILY/PROBATE	
☐ Judgment / Dissolution	☐ Entire file
☐ Most recent Support/Custody Order	☐ Letters
☐ Minute Order dated:	
☐ Other: (*please include name of document & date filed*)	

NOTE: For a copy of a divorce judgment, select the Judgment/Dissolution box

6. Select the form of payment

PAYMENT INFORMATION **Payment is required prior to delivery of documents**	
☐ Check #_____ attached	☐ Credit Card – **IN PERSON ONLY**
Make check payable to: **Clerk of the Court**	☐ Online credit card payment via invoice

NOTE: For online credit card payment via invoice, an email will be sent to the address provided in Step #1 with a link allowing electronic payment. The charge will appear as **WAVE-SNTA BARBRA COURT** on your credit card statement. We cannot take a payment by check if you are requesting delivery by email.

7. Select the appropriate delivery method

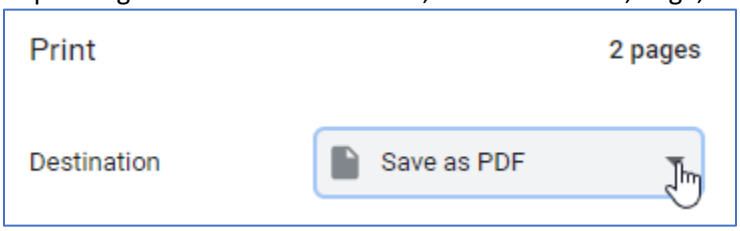
DOCUMENT DELIVERY
Requests will be processed in the order received
☐ **In person** Copies to be picked up will be held for two weeks. ***Copies of microfiche records, and records stored offsite, will be available after 14 business days.
☐ **Email address:** _____ Certified copies cannot be sent via email.
☐ **Mail to:** _____ Additional costs for postage and mailing envelope will be added.

NOTE: Certified copies cannot be delivered via email. We cannot take a payment by check if you are requesting delivery by email.

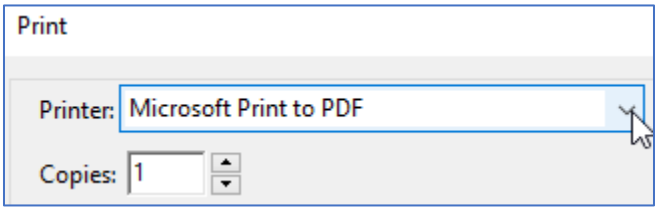
8. When the form has been completed, click *Print Form*

PRINT FORM

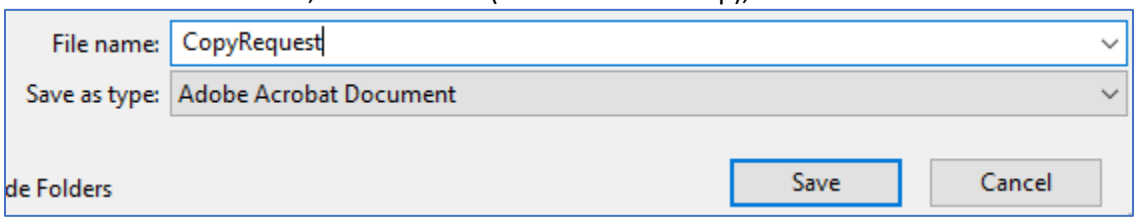
Depending on the internet browser, such as Chrome, Edge, or Firefox, select *Save as PDF*,



or *Print to PDF*

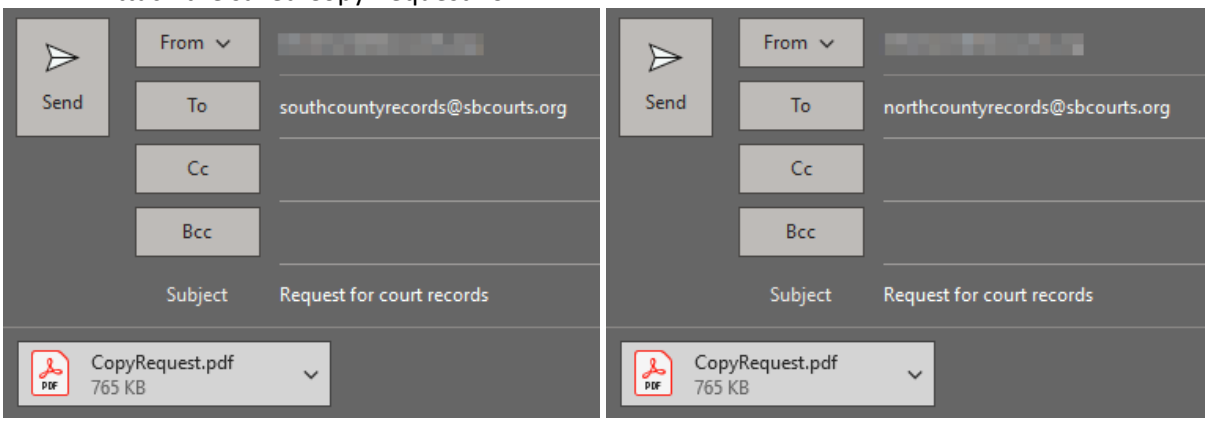


9. Select a file name, a file location (such as the desktop), and click *Save*



10. Open an email program (Outlook, Gmail, Yahoo, etc.) and compose a new email

11. Attach the saved Copy Request Form



For cases filed in **south** Santa Barbara County, which includes, but is not limited to, Goleta, Santa Barbara, and Carpinteria, send the Copy Request Form to southcountyrecords@sbcourts.org

For cases filed in **north** Santa Barbara County, which includes, but is not limited to, the Santa Ynez Valley, Lompoc, Guadalupe, and Santa Maria send the Copy Request Form to northcountyrecords@sbcourts.org