


SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA BARBARA

COPY REQUEST FORM INSTRUCTIONS

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

COPY REQUEST FORM		<input type="button" value="CLEAR FORM"/>	<input type="button" value="PRINT FORM"/>
<i>Requests will be processed in the order received</i>			
DATE: <u>2/30/2023</u>	PHONE NUMBER: <u>(999) 999-9999</u>		
REQUESTOR: <u>FirstName LastName</u>	EMAIL ADDRESS: <u>email@email.net</u>		

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

SEARCH COURT RECORDS	
<input checked="" type="checkbox"/> CRIMINAL	Full name: <input style="width: 90%;" type="text"/> Date of birth (if known): <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/> Driver's license: <input style="width: 30%;" type="text"/> <small>(optional)</small> AKA: <input style="width: 90%;" type="text"/> Case number(s) (if known): <input style="width: 90%;" type="text"/> Year(s) of offense to search: <input style="width: 90%;" type="text"/> Charges/conviction (if known): <input style="width: 90%;" type="text"/>

- 2b. For **Civil/Family/Probate** case requests, complete this section with as much detail as possible

<input checked="" type="checkbox"/> CIVIL/FAMILY/ PROBATE	Case number(s) (if known): <input style="width: 90%;" type="text"/> Plaintiff / Petitioner: <input style="width: 90%;" type="text"/> Defendant / Respondent: <input style="width: 90%;" type="text"/> Year(s) to search: <input style="width: 90%;" type="text"/>
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3. Specify whether the requested copies need to be **Certified** or **Non-Certified**

<input type="checkbox"/> CERTIFIED	<input type="checkbox"/> NON-CERTIFIED
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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	
<input type="checkbox"/>	Conviction / disposition documents (complaint, minute order, waiver, probation order)
<input type="checkbox"/>	Minute Order dated: <input style="width: 100%;" type="text"/>
<input type="checkbox"/>	Entire file
<input type="checkbox"/>	Other: <input style="width: 100%;" type="text"/>

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

CIVIL/FAMILY/PROBATE			
<input type="checkbox"/>	Judgment / Dissolution	<input type="checkbox"/>	Entire file
<input type="checkbox"/>	Most recent Support/Custody Order	<input type="checkbox"/>	Letters
<input type="checkbox"/>	Minute Order dated: <input style="width: 100%;" type="text"/>		
<input type="checkbox"/>	Other: <i>(please include name of document & date filed)</i> <input style="width: 100%;" type="text"/>		

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	
<input type="checkbox"/> Check # <input style="width: 100%;" type="text"/> attached	<input type="checkbox"/> Credit Card – IN PERSON ONLY
Make check payable to: Clerk of the Court	<input type="checkbox"/> 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.


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7. Select the appropriate delivery method

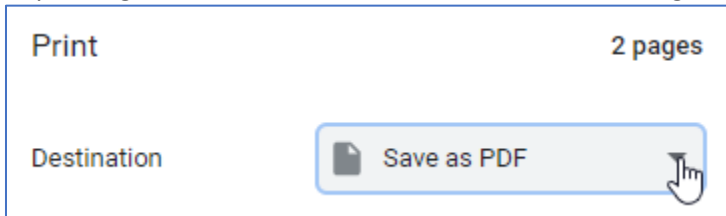
DOCUMENT DELIVERY	
<i>Requests will be processed in the order received</i>	
<input type="checkbox"/> In person	Copies to be picked up will be held for two weeks. ***Copies of microfiche records, and records stored offsite, will be available after 14 business days.
<input type="checkbox"/> Email address: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

NOTE: certified copies cannot be delivered via email

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

PRINT FORM

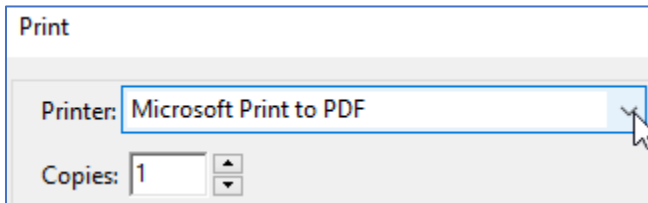
Depending on the internet browser, such as Chrome, Edge, or Firefox, select *Save as PDF*,



Print 2 pages

Destination Save as PDF

or *Print to PDF*

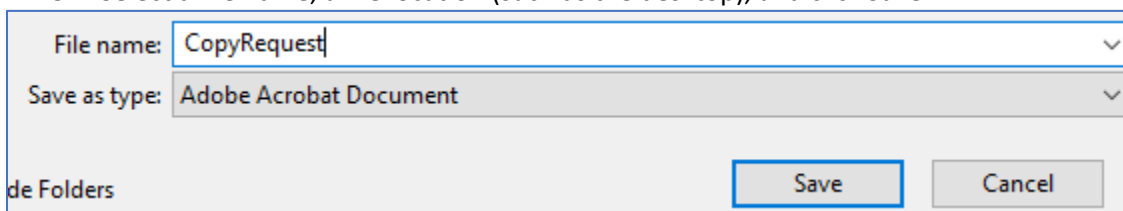


Print

Printer: Microsoft Print to PDF

Copies: 1

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



File name: CopyRequest

Save as type: Adobe Acrobat Document

de Folders Save Cancel

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

11. Attach the saved Copy Request Form

Send	From	[Redacted]
	To	southcountyrecords@sbcourts.org
	Cc	
	Bcc	
	Subject	Request for court records
CopyRequest.pdf 765 KB		

Send	From	[Redacted]
	To	northcountyrecords@sbcourts.org
	Cc	
	Bcc	
	Subject	Request for court records
CopyRequest.pdf 765 KB		

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