SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA BARBARA

COPY REQUEST FORM

Requests will be processed in the order received

DATE: _____ PHONE NUMBER: _____

REQUESTOR: _____ EMAIL ADDRESS: _____

SEARCH COURT RECORDS	
☐ **CRIMINAL**	Full name: _____ Date of birth (*if known*): _____ / _____ / _____ Driver's license: (*optional*) _____ AKA: _____ Case number(s) (*if known*): _____ Year(s) of offense to search: _____ Charges/conviction (*if known*): _____
☐ **CIVIL/FAMILY/ PROBATE**	Case number(s) (*if known*): _____ Plaintiff / Petitioner: _____ Defendant / Respondent: _____ Year(s) to search: _____

COPY REQUEST

☐ **CERTIFIED** ☐ **NON-CERTIFIED**

CRIMINAL

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

CIVIL/FAMILY/PROBATE

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

PAYMENT INFORMATION

Payment is required prior to delivery of documents

☐ Check #_____ attached

Make check payable to: **Clerk of the Court**

☐ Credit Card – **IN PERSON ONLY**

☐ Online credit card payment via invoice

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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. See fees below.

FOR INTERNAL USE ONLY			
☐	Copy fee ($0.50 per page) [GC §70627(a)] Number of pages:	TC145-044	$
☐	Certification fee ($40.00 per document + Copy fees) [GC §70626(a)(4)]	TC145-214	$
☐	Certified copy of divorce judgment ($15.00 + Copy fees) [GC §70674]	TC145-077	$
☐	Certificate ($40.00) [GC §70626(a)(8)]	TC145-214	$
☐	Search for records or files over 10 minutes ($15.00) [GC §70627(c)]	TC145-046	$
☐	Invoice – Cost Recovery Fee ($1.00) [GC §68150(l) & CRC 2.506]	INV	$
☐	Envelope / Postage / Shipping [GC §70631 & CRC 10.815] 1-10 pages: $2.00 11-25 pages: $3.00 26-30 pages: $3.50 30 + pages: $9.85 ☐ USPS Priority Mail with tracking $9.85 (up to 100 pages) $10.60 (100+ pages)	SCSTE	$
☐	Credit Card Surcharge (2.9% + $0.60 per transaction)		$
INVOICE #:		**TOTAL:**	$

RECORDS SEARCH		
☐ CMS	☐ MICROFICHE	☐ LEDGER BOOKS
NOTES:		