

COPY REQUEST FORM

Requests will be processed in the order received

DATE: _____

PHONE NUMBER:

REQUESTOR: _____ EMAIL ADDRESS: _____

SEARCH COURT RECORDS			
CRIMINAL	Full name:		
	Case number(s) (<i>If known</i>):		
	Year(s) of offense to search:		
	Charges/conviction (<i>if known</i>):		
CIVIL/FAMILY/ PROBATE	Case number(s) (<i>if known</i>):		
	Plaintiff / Petitioner:		
	Defendant / Respondent:		
	Year(s) to search:		
COPY REQUEST			
		NON-CERTIFIED	
	CRIMINAL disposition documents (complaint, er, waiver, probation order) er dated:	CIVIL/FAMILY/PROBATE Judgment / Dissolution Entire file Most recent Support/Custody Order Letters Minute Order dated: Ventor: (please include name of document & date filed)	
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	



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(I) & CRC 2.506]	\$			
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: \$10.45				
\$10.45 (up to 100 pages)				
USPS Priority Mail with tracking \$11.20 (100+ pages) SCSTE	\$			
Credit Card Surcharge (2.9% + \$0.60 per transaction)	\$			
INVOICE #: TOTAL:	\$			
RECORDS SEARCH				
	GER BOOKS			
NOTES:				