

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF DEL NORTE**



COPY REQUEST FORM

Requests will be processed in the order received

DATE: _____

PHONE NUMBER: _____

REQUESTOR: _____

EMAIL ADDRESS: _____

SEARCH COURT RECORDS

<input type="checkbox"/> CRIMINAL	<p>Full name: _____</p> <p>Date of birth (if known): ____ / ____ / ____ Driver's license: _____ (optional)</p> <p>AKA: _____</p> <p>Case number(s) (if known): _____</p> <p>Year(s) of offense to search: _____</p> <p>Charges/conviction (if known): _____</p>
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<input type="checkbox"/> CIVIL/FAMILY/ PROBATE	<p>Case number(s) (if known): _____</p> <p>Plaintiff / Petitioner: _____</p> <p>Defendant / Respondent: _____</p> <p>Year(s) to search: _____</p>
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COPY REQUEST

<input type="checkbox"/> CERTIFIED <input type="checkbox"/> NON-CERTIFIED	
<p>CRIMINAL</p> <p><input type="checkbox"/> Conviction / disposition documents (complaint, minute order, waiver, probation order)</p> <p><input type="checkbox"/> Minute Order dated:</p> <p><input type="checkbox"/> Entire file</p> <p><input type="checkbox"/> Other:</p>	<p>CIVIL/FAMILY/PROBATE</p> <p><input type="checkbox"/> Divorce Judgement <input type="checkbox"/> Entire file</p> <p><input type="checkbox"/> Most recent Support/Custody Order <input type="checkbox"/> Letters</p> <p><input type="checkbox"/> Minute Order dated:</p> <p><input type="checkbox"/> Other: (please include name of document & date filed)</p>

PAYMENT INFORMATION
Payment is required prior to delivery of documents

<input type="checkbox"/> Check # _____ *must include "not to exceed \$100"	<input type="checkbox"/> Credit Card – IN PERSON ONLY
Make check payable to: Del Norte Superior Court	<input type="checkbox"/> Cash – IN PERSON ONLY

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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.
<input type="checkbox"/>	Email address: _____ Certified copies cannot be sent via email.
<input type="checkbox"/>	Mail to: _____ Self-Addressed/postage paid envelope required

FOR INTERNAL USE ONLY		
<input type="checkbox"/>	Copy fee (\$0.50 per page) [GC §70627(a)] Number of pages:	\$
<input type="checkbox"/>	Certification fee (\$40.00 per document) [GC §70626(a)(4)]	\$
<input type="checkbox"/>	Certified copy of divorce judgment (\$15.00) [GC §70674]	\$
<input type="checkbox"/>	Certificate (\$40.00) [GC §70626(a)(8)]	\$
<input type="checkbox"/>	Search for records or files over 10 minutes (\$15.00) [GC §70627(c)]	\$
<input type="checkbox"/>	Credit Card Surcharge (3.5% per transaction)	\$
<input type="checkbox"/>	Other:	\$
INVOICE #	TOTAL:	\$

RECORDS SEARCH		
<input type="checkbox"/> CMS	<input type="checkbox"/> ARCHIVES	<input type="checkbox"/> INDEXES
NOTES: 		