

## **COPY REQUEST FORM**

Requests will be processed in the order received

DATE: \_\_\_\_\_

PHONE NUMBER:

REQUESTOR: \_\_\_\_\_

EMAIL ADDRESS:

SEARCH COURT RECORDS				
	Full name:			
CRIMINAL	Date of birth ( <i>if known</i> ):/	Driver's license		
	АКА:			
	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				
CRIMINAL Conviction / disposition documents (complaint, minute order, waiver, probation order) Minute Order dated:		CIVIL/FAMILY/PROBATE         Divorce Judgement       Entire file         Most recent Support/Custody Order       Letters         Minute Order dated:       Hetters		
Entire file		Other: (please include name of document & date filed)		
Other:				
PAYMENT INFORMATION				
Payment is required prior to delivery of documents				
Check # *must include "not to exceed \$100"				
Make check payable to: Del Norte Superior Court Cash – IN PERSON ONLY				



DOCUMENT DELIVERY					
Requests will be processed in the order received					
In person					
Copies to be picked up will be held for two weeks.					
Email address:					
Certified copies cannot be sent via email.					
Mail to:					
Self-Addressed/postage paid envelope required					
	FOR INTERNAL USE ONLY				
Copy fee (\$0.50 per page) [GC §70627	\$				
Certification fee (\$40.00 per docume	\$				
Certified copy of divorce judgment (\$	\$				
Certificate (\$40.00) [GC §70626(a)(8)]			\$		
Search for records or files over 10 min	\$				
Credit Card Surcharge (3.5% per transaction)			\$		
Other:	\$				
INVOICE # TOTAL:			\$		
RECORDS SEARCH					
			INDEXES		
NOTES:					