**Instructions for Record Request**

Please complete all forms with as much information as possible.

**CASE NUMBER**: Each case number will consist of a year, case type and case number. See examples below.

Examples:

**District Court:** All District Court case types will consist of two letters. A district court felony criminal case filed in 2008 may be 08CR1234 or 2008CR1234; a District Court civil case filed in 2008 may be 08CV1234 or 2008CV1234. Some other District Court case types may be: DR, JV, JD

**County Court:** We have two County Court locations in the 8th Judicial District, and the case number is often preceded with an “F” or an “L” to indicate which County Court location the case has been filed in. All County Court case types will consist of one letter in between the year and case number. A recent criminal case filed at the Fort Collins location might be F14T1234 or one filed at the Loveland Court location might be L14M1234. An example of an older county court case might be 96M102408.

If you have a case number that begins with D035 or C035 or C085, please include the entire string of 16 letters and numbers. For example, the case number C0352009T 000234 indicates to us that it is a County Court case filed in the Fort Collins location in 2009 with a case number of 234.

**SEARCH DATES:**

If the exact date or case number is unknown, please indicate the approximate year or years of the case(s). For example, maybe you only lived in this jurisdiction for the four years you were in college—2000-2004, or perhaps you remember that your divorce was finalized in 2007.

**TYPE OF RECORD:**

Please indicate the type of record you are requesting and the type of case. For example, if you are looking for a record from a divorce, custody or support case, please indicate the specific record you are requesting (decree, support order, sworn financial statement, etc.) and the type of case (divorce case, custody case). If you are looking for a record from a name change or money case, again, please indicate the specific record you are looking for (name change decree, transcript or satisfaction of judgment) and the case type (name change, money). If you are looking for a record from a criminal case, again, please indicate the specific document you are looking for, and if you do not know the case number, please be as specific as possible regarding the approximate year the case would have been filed and the nature of the charges. If you do not know the case number and you have a ticket or citation number, an arrest or citation date, or if you remember it happened in the fall of a specific year, that information can be very helpful.

Please mail, fax, or email any correspondence or questions to:

**ATTN:** Records Department

Larimer County Justice Center

201 LaPorte Avenue, Suite 100

Fort Collins, CO 80521-2761

Phone: (970) 494-3508 or (970) 494-3509

Fax: (970) 494-3580

Email: 08RecordRequest@judicial.state.co.us