Today’s Date:       (mm/dd/yyyy)

**Court case number (if you know it):**

**Name(s) to be searched:**

Date of Birth:        (mm/dd/yyyy)

Also Known As:

If more than 1 party in case, please

list the second primary party if known:

**Search Dates**: (e.g., 2007-2009) From:       To:

**Type of Record (please describe nature of case and/or offense):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INFORMATION/DOCUMENT COPIES REQUESTED:**

List of Case Numbers ($5)  Case Disposition/Sentence Order/Judgment of Conviction

Register of Actions/ROA (A brief explanation of the case including but not limited to charges, sentences and minute orders  Decree of Dissolution of Marriage

Order for Allocation of Parental Responsibilities (Requires Proof of Party form; can only be faxed or mailed)

Separation Agreement (Requires Proof of Party form; can only be faxed or mailed due to confidential nature of document)

Parenting Plan (Requires Proof of Party form; can only be faxed or mailed due to confidential nature of document)

Other (Specify document title and approximate date) \_\_\_\_\_\_\_\_\_\_\_\_

I need it certified with a Court seal (Cost is $20 per certification. May be required for Social Security, DMV, passport, etc.)

**Method of Payment:** (We only accept credit/debit card payments by phone and checks or money orders by mail.)

I will pay in person  I will mail a check for payment\*  I would like to pay with a credit/debit card by phone\*

Fees: $0.25 per page for records, $20 for certified/exemplified documents, $25 transcript of judgement, $1 postage fee.

**\*\*\*PLEASE WAIT FOR STAFF TO CONTACT YOU WITH TOTAL AMOUNT DUE PRIOR TO SENDING PAYMENT\*\*\***

**IF PAYMENT WILL BE MADE BY SOMEONE OTHER THAN THE REQUESTOR, PLEASE PROVIDE NAME AND PHONE NUMBER OF PAYOR:**

**Method of Delivery:** (RECORD REQUESTS WILL NOT BE DELIVERED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED)

Mail  Pick Up in Clerk’s Office  Email (non-certified copies only)  FAX (non-certified copies only)

Email Address or fax number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEARCH COMPLETED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_

Deputy Clerk

NO RECORD FOUND ENCLOSED

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (   )