**GARFIELD COUNTY COMBINED COURTS**

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Ninth Judicial District

109 Eighth Street, Ste. 104

Glenwood Springs, CO 81601

(970) 928-3065

Email: GCGWSCourt@judicial.state.co.us

**Search Request Form**

***\*A search fee of $5.00 per name or case number will be charged on all cases. Please provide as much information as you can. The state allowance for searches is 3–5 business days. \*Please see other required processing charges below.***

**Today’s Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Case Number(s)/Type of or Charge(s) in Case:**

**Case Parties Full Names**:

**Date of Birth**:

**Approximate File Date**:

**Documents Requested**:

**Do you want any of these documents “certified**”? (Please see fees below)

**How do you wish to receive this documentation:** U.S. Mail, pick-up-in-person or e-mail (limit of 20 pages)?

(Certified documents cannot be e-mailed)

**Requestor Contact Information**

**Name**:

**Mailing Address**:

**E-Mail Address**:

**Phone Number**:

 **Fees Related to Search Requests:**

* Prorated hourly charge of $30.00 will be assessed for all extended searches after the 1st hour.
* Copies are $.75 per page from hard files/$.25 per page for copies from electronic sources.
* E-mail fees vary depending upon request. Court limits 20 pages per email.
* Certification of documents is $20.00 per pleading.
* U.S. Postage is by weight.

**\*PAYMENT can BE MADE BY CHECK or MONEY ORDER by mail OR BY CASH OR CREDIT CARD PAYMENT
IN OUR OFFICE/over the phone. Online credit card payments can be arranged by request.
nO DOCUMENTATION WILL BE PROVIDED UNTIL PAYMENT IS received. YOU WILL BE CONTACTED
WHEN FINAL CHARGES HAVE BEEN CALCULATED.**

 **Staff Notes:**

**Staff Initials:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_