

REQUEST FOR RECORDS SEARCH

Grand

307 Moffat Avenue
Hot Sulphur Springs
970-725-3357

Moffat

1198 W. Victory Way, Suite 200/201
Craig
970-824-8254

Routt

1955 Shield Drive, Unit 200
Steamboat Springs
970-879-5020

\$ FEES \$

- \$ 5.00 per name request on current system or to initiate research
- \$ 0.25 per page for printed copies from Judicial case management system
- \$ 0.25 per page for documents on file with the court
- \$30.00 per hour charged for specific document search, or other time-intensive research or redaction. No charge for first hour expended in connection with research/redaction.
- \$20.00 per certified or exemplified copy
- \$ 1.00 fax fee (per page)
- \$ - postage as needed

Retrieval fees waived for criminal justice agencies, as defined in 16-20.5-102(6), C.R.S., and persons determined to be indigent

Name to be searched: _____

(if DR case include both parties) **Also Known As:** _____ **DOB:** _____

Type of record to be searched:

- ☐ Civil ☐ Divorce ☐ Felony ☐ Misdemeanor ☐ Probate
☐ Small Claims ☐ Traffic ☐ Fines & Costs ☐ All

Case number if you know it: _____ **Additional Search Information:** _____

INFORMATION/COPIES REQUESTED:

- ___ List of Case Numbers ___ Case Disposition (copies \$.25/page if printed; \$.75/page for copies from docs on file w/court)
___ Computer Printout of Case (ROA) (copies \$.25/page) ___ Pull Files for Review
___ Certified (\$20.00) ___ Decree of Dissolution ___ Separation Agreement
___ Other (Specify) _____

Requester: _____ **Search Date:** From _____ To _____
Phone # _____

When completed I would like to receive my results by: ☐ Mail ☐ Pick Up in Clerk's Office

Address _____

PAYMENT MAY BE REQUESTED PRIOR TO SEARCHES BEING DONE AND MAY BE PAID BY CREDIT CARD, CASH OR PERSONAL CHECK. REGARDLESS OF WHETHER WE ARE ABLE TO LOCATE RECORDS OR NOT, PAYMENT IS STILL REQUIRED. PLEASE ALLOW 7-10 BUSINESS DAYS FOR SEARCHES TO BE COMPLETED.

SEARCH COMPLETED THIS _____ DAY OF _____, 20____.

(SEAL)

Deputy Clerk

☐ **NO RECORD FOUND** ☐ **SEE ATTACHED** ☐ **FILES PULLED**