

District & County Courts Larimer County, Colorado Court Address: 201 La Porte Avenue, Suite 100 Fort Collins, Colorado 80521-2761	<b>▲ COURT USE ONLY ▲</b>
v.	
Attorney or Party Without Attorney (Name and Address):   Phone Number: _____ E-mail: _____ FAX Number: _____ Atty. Reg. #: _____	Case Number:  Division Courtroom
<b>REQUEST TO HAVE EMPLOYEE ACCESS THE COURT FILE</b>	

I am an attorney of record in the above case. I authorize my employee to review this file to supply me with information or copies from said file.

Employee's name: \_\_\_\_\_

(Employee is required to provide a picture I.D.)

Dated:

Name

Address

City, State, and Zip Code

Telephone Number (Home)

Telephone Number (Work)

Approved by: \_\_\_\_\_ on \_\_\_\_\_  
 Clerk of Court/Unit Supervisor