

REQUEST FOR RECORDS SEARCH

Larimer Combined Court

C.R.S. 24-72-303 REQUIRES THAT THE CLERK'S OFFICE MAKE AVAILABLE FOR INSPECTION ANY RECORD WITHIN THE CONTROL OF THE CLERK WITHIN 3 DAYS OF REQUEST. THE CLERK OF COURT CAN DENY ACCESS TO COURT FILES OR PORTIONS OF A COURT FILE BY AUTHORITY GRANTED IN THE COLORADO STATE STATUTES, COLORADO RULES, SUPREME COURT RULES, CHIEF JUSTICE DIRECTIVES AND LOCAL ADMINISTRATION ORDERS AND DIRECTIVES.

\$ FEES \$

\$ 5.00	per name request on current system or to initiate search
\$ 0.75	per page for copies - C.R.S. 13-32-104(1)(a)
\$25.00	per hour requested for records that must be retrieved from microfilm or card index or involves extensive research
\$ 20.00	per certified or exemplified copy
VARIES	postage – 1 st class

Name to be searched: _____ Date: _____
AKA: _____ DOB: _____

Type of record to be searched:

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

Additional Search Information: _____

Requester: _____ Search Date: From _____ To _____

INFORMATION/COPIES REQUESTED:

- | | |
|---|--|
| <input type="checkbox"/> List of Case Numbers | <input type="checkbox"/> Case Disposition (copies \$.75 per page) |
| <input type="checkbox"/> Computer Printout of Case (ROA)(copies \$.75 per page) | <input type="checkbox"/> Pull Files for Review |
| <input type="checkbox"/> Other (Specify) _____ | <input type="checkbox"/> Certified (\$20.00) |
| | <input type="checkbox"/> Decree of Dissolution <input type="checkbox"/> Separation Agreement |

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

Address _____

Phone (____) _____

THE REQUESTER MUST CONTACT THE COURT TO CHECK ON THE STATUS OF THE SEARCH. ANY FILES RETRIEVED FOR REVIEW WILL BE RETURNED AFTER 48 HOURS WHEN SEARCH HAS BEEN COMPLETED; AND IF NOT PICKED UP ATER 48 HOURS, REQUESTER WILL BE CHARGED FOR A NEW SEARCH.

SEARCH COMPLETED THIS _____ DAY OF _____, 20_____.

(SEAL)

Deputy Clerk

NO RECORD FOUND SEE ATTACHED FILES PULLED