**FIFTH DISTRICT - RECORD/DOCUMENT REQUEST FORM**

**For Court Use Only**

Use this form to request court records/documents. The Clerk of Court can restrict access to court files or portions of court files by authority granted in the Colorado Revised Statutes/Rules, Supreme Court Rules, Chief Justice Directives and local administrative orders/directives. Suppressed cases, juvenile and probate records, or certain documents with protected information may require a U.S. government issued photo ID. Please allow 3-5 business days for a response.

**Your Information:**

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

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

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number:\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

**Request Information:** Case Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Case Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Year case was filed: \_\_\_\_\_\_\_\_\_ County/Location of Record(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Party Information (Name(s) on case): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other identifying case/request information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Access to court records/documents are governed by Chief Justice Directive 05-01.*

**Document(s) Requested \***Please check the document(s) you are requesting or explain on “*Other*”

|  |  |  |  |
| --- | --- | --- | --- |
| **Family Matters (JV and DR)** | **Criminal Matters (CR,JD, M, T, R)** | **Civil Matters (C,CV, S)** | **Probate** |
| * Divorce Decree * Parenting Plan * Separation Agreement * Support Order * Petition | * Complaint/Information * Disposition/Sentence Order * Protection Order * Ticket   A complete statewide criminal history arrest record check can be obtained through CBI at  <https://www.cbirecordscheck.com/> | * Order for Judgment * Transcript of Judgment * Satisfaction of Judgment * Protection order | * Letters * Will * Trust * Application * Petition * Closing * Claims |

Register of Action/ROA (a brief explanation of the case including but not limited to; charges, sentences and Court

minute orders)

**Requested documents/information need to be certified/exemplified.**

***Other*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessment of Fees and Costs**

*All fees and costs are assessed pursuant to Chief Justice Directive 06-01.*

|  |  |
| --- | --- |
| Copy- per page | $0.25 |
| Writ of Garnishment | $45.00 |
| Transcript of Judgment | $25.00 |
| Certificate of Satisfaction | $20.00 |
| Certified Copy/Exemplified Copy (per document) | $20.00 |

|  |  |
| --- | --- |
| Non-Party Search Fee (Includes copy of Register of Action) | $5.00 |
| Research/Redaction Fee (assessed in 15 min increments after the 1st hour) | $30.00 per hour |
| Offsite Fee | $5.00 |

|  |  |
| --- | --- |
| Number of Pages | Amount Due  (postage)  \**prices subject to change based on USPS* |
| 1-17 | $1.00 |
| 18-34 | $2.00 |
| 35-59 | $3.00 |
| 60-79 | $4.00 |
| 80-150 | $7.00 |
| 151-1200 | $19.00 |

Postage fees shall be waived upon receipt of self-addressed envelope with sufficient postage.

Payments by mail should be in the form of a check or money order made payable to Clerk of Court.

Requests can be mailed to:

**Clear Creek Combined Courts Tel: (303) 569-0820 Fax: (303) 569-3274**

**Eagle Combined Courts Tel: (970) 328-6373 Fax: (970) 328-6328**

**Eagle Division II – El Jebel County Court Tel: (970) 704-2740 Fax: (970) 704-2782**

**Lake Combined Courts Tel: (719) 293-8109 Fax: (719) 486-5006**

**Summit Combined Courts Tel: (970) 453-2241 Fax: (970) 453-1134**

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**COURT USE ONLY**:

Deposit amount received: $\_\_\_\_\_\_\_\_\_\_\_\_ Deposit receipted into case number: \_\_\_\_\_\_\_\_\_\_\_ ­ ID Verified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_