

Record Research

The Clerk of Court is the custodian of records for the County and District Courts of Jefferson County. Most court files are public record and may be viewed by anyone. Access to some files is limited either by court order or by statute. If you are not a party to the case, the court is required to review all documents and remove protected information.

The Files and Records Research Department is located in the Clerk of Court's Office which is open from 7:30 am to 4:30 pm, Monday through Friday. Everyone requesting access to court records will be asked to show government issued picture identification. You may check out up to ten (10) files per day. If you are not a party to the case and information must be removed or redacted, the file may not be immediately available and a fee will be assessed to prepare the file for public view. Coin operated copy machines are available for your convenience. Copies are \$.25 per page and a change machine is available. It is helpful to bring quarters or \$1.00 bills.

You may request that court personnel search the records for all cases filed under a particular name. The fee for this service is \$5.00 per individual or business name. You must provide the name, date of birth and tell the court the types of cases you are interested in. The standard search will cover cases filed in Jefferson County during the past 20 years and you will receive print-outs from the court's computer system for up to 5 cases.

Mail Requests

If you are unable to conduct research personally, you may request information by mail. All research requests must include:

- Case number (if available)
- Case name
- Title of document requested
- Appropriate fees – check or money order payable to “Clerk of Court”
- Legal sized, self-addressed, stamped envelope (\$.82 postage, please)

Mail to: Clerk of Court
Records Research
100 Jefferson County Parkway
Golden, CO 80401-6002

Expedited return of documents is permitted only via U.S. Post Office priority or express mail with postage pre-paid.

State and Federal laws require us to protect certain documents and information in court files, such as driver's license numbers, social security numbers, medical reports, etc. If you are a party to the case, you may have access to these

protected documents. Please include a Xerox copy of your driver's license along with your request. The copy will be returned to you.

Remote Storage

Some court records are stored at a remote location. There are additional fees for retrieving files or documents and retrieval may take up to two weeks.

Fees

- \$.75 per page for copies
- \$20.00 per document for certification
- \$5.00 per name if name search is requested
- \$12.00 retrieval of file from remote storage
- \$10.00 plus \$.25 per page for a copy of a document from remote storage

For persons who are not parties to a case:

- \$5.00 for reviewing and redacting 1 to 5 documents
- \$10.00 for reviewing and redacting 6 to 10 documents
- Or \$25.00 per hour, whichever is greater

If you do not know the exact amount to send you may leave the dollar amount on the check blank and write below "not to exceed \$___." We will complete your check and send you a receipt showing the exact amount.

Divorce Decree

- \$20.75 for certified copy of divorce decree
- \$25.75 for certified copy including a copy of permanent orders, support orders or separation agreement

If the file is at remote storage, an additional \$10.00 fee will be assessed

If you are requesting a divorce decree for someone other than yourself, protected information will be redacted (removed) from the document. Access to the separation agreement, parenting plan and financial affidavits in divorce cases is restricted to parties to the case and attorneys of record. If you are requesting a copy of one of these documents, please include a photocopy of your driver's license with your request.

Firearm Denial

Mail or bring a copy of the denial form along with your picture ID. We will provide you a certified copy of the disposition of the case as noted on the denial form which you will take to the Colorado Bureau of Investigations (CBI). The fee is \$15.75.

Rev: 12/12