

Instructions for Record Request

Please complete all forms with as much information as possible.

CASE NUMBER: Each case number will consist of a year, case type and case number. See examples below.

Examples:

District Court: All Jackson County District Court case types will consist of two letters in between the year the case was filed and the numeric case number. A Jackson County District Court felony criminal case filed in 2008 may be 08CR12 or 2008CR12; a Jackson County District Court civil case filed in 2008 may be 08CV17 or 2008CV17. Some other Jackson County District Court case types may be: DR, JV, JD.

County Court: All Jackson County Court case types will consist of one letter in between the year and numeric case number. An example of a recently filed Jackson County Court criminal case may be 17T12 or 2017T12.

If you have a case number that begins with D029 or C029, please include the entire string of 16 letters and numbers. For example, the case number C0292009T 000234 indicates to us that it is a Jackson County Court traffic case filed in 2009 with a case number of 234.

SEARCH DATES:

If the exact date or case number is unknown, please indicate the approximate year or years of the case(s). For example, maybe you only lived in this jurisdiction for a four-year period—2000-2004, or perhaps you remember that your divorce was finalized in 2007.

TYPE OF RECORD:

Please indicate the type of record you are requesting and the type of case. For example, if you are looking for a record from a divorce, custody or support case, please indicate the specific record you are requesting (decree, support order, sworn financial statement, etc.) and the type of case (divorce case, custody case). If you are looking for a record from a name change or money case, again, please indicate the specific record you are looking for (name change decree, transcript or satisfaction of judgment) and the case type (name change, money). If you are looking for a record from a criminal case, again, please indicate the specific document you are looking for, and if you do not know the case number, please be as specific as possible regarding the approximate year the case would have been filed and the nature of the charges. If you do not know the case number and you have a ticket or citation number, an arrest or citation date, or if you remember it happened in the fall of a specific year, that information can be very helpful.

Please mail, fax, or email any correspondence or questions to:

ATTN: Records Department

Jackson County Combined Court

PO Box 308

Walden, CO 80480-0308

Phone: (970) 723-4337

Email: 08RecordRequest@judicial.state.co.us

Fax: (970) 723-4337