**Please Refer to Instructions for Record Request for information regarding completing this form.**

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 ADMINISTRATIVE 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)

$ 0.25 per page for copies of documents from e-filed cases

$25.00 per hour charged for specific document search, records that must be

retrieved from file storage, or other time-intensive research

$ 20.00 per certified copy – **DO NOT REMOVE STAPLES**

$ 1.00 extra per page for faxing or emailing

VARIES postage

**Court case number (if you know it):**

**Name(s) to be searched:**         Today’s Date:

(mm/dd/yyyy)

Date of Birth:

If more than 1 party in case, please

list the second primary party if known:

Also Known As:

**Search Dates**: (e.g., 2007-2009) From:       To:

**Type of Record (please describe nature of case and/or offense):**

**INFORMATION/DOCUMENT COPIES REQUESTED:**

List of Case Numbers ($5)  Case Disposition/Sentence Order/Judgment of Conviction

Summary of Case (Register of Actions/ROA)  Decree of Dissolution

Separation Agreement  Parenting Plan

Order for Allocation of Parental Responsibilities  Other (Specify document title and approximate date)

I need it certified with a Court seal (Cost is $20 per certification)

**Coming in person to the Jackson County Combined Court is usually the fastest way to access your records. Our hours are 8:00 am – 1:00 pm Monday through Thursday. The Jackson County Combined Court is located at 396 Lafever Street, Walden, CO 80480. Please see “Instructions for Record Request” for additional information.**

We will send the completed search information to the person requesting the information, not a third party. Consumer requests are completed in the order in which they are received. If you have a special need, please call 970-723-4363.

**Method of Payment:** (We can accept credit/debit card payments online **ONLY** or checks by mail)

I will pay in person  I will mail a check for payment\*  I would like to pay online with a credit or debit card\*

**\* IF PAYMENT WILL BE MADE BY SOMEONE OTHER THAN THE REQUESTOR, PLEASE PROVIDE NAME OF PAYOR:**

**Method of Delivery:** (RECORD REQUESTS WILL NOT BE DELIVERED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED)

Mail  Pick Up in Clerk’s Office  Email (non-certified copies only)  FAX (non-certified copies only)

Email Address or fax number

Name:

Address:

Phone (   )

Please mail, fax, or email this completed Records Request Form and Proof of Party form (if required) as listed below. You will then receive from the Records Department a Costs of Request and Payment Instructions form.

**ATTN: Records**

Jackson County Combined Court

396 Lafever Street

PO Box 308

Walden, CO 80480

Phone: (970) 723-4363 Fax: (970) 970-723-4337 Email: [08RecordRequest@judicial.state.co.us](mailto:08RecordRequest@judicial.state.co.us)

SEARCH COMPLETED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

(SEAL)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deputy Clerk

**NO RECORD FOUND  ENCLOSED  FILES PULLED**