

Larimer County Combined Courts (8th Judicial District) Record Request Form

Today's Date: _____ (mm/dd/yyyy)

Court case number (if you know it): _____

Name(s) to be searched: _____

Date of Birth: _____ (mm/dd/yyyy)

Also Known As: _____

If more than 1 party in case, please

list the second primary party if known: _____

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
 Register of Actions/ROA (A brief explanation of the case including but not limited to charges, sentences and minute orders) Decree of Dissolution of Marriage
 Order for Allocation of Parental Responsibilities (Requires Proof of Party form; can only be faxed or mailed)
 Separation Agreement (Requires Proof of Party form; can only be faxed or mailed due to confidential nature of document)
 Parenting Plan (Requires Proof of Party form; can only be faxed or mailed due to confidential nature of document)
 Other (Specify document title and approximate date) _____

I need it certified with a Court seal (Cost is \$20 per certification. May be required for Social Security, DMV, passport, etc.)

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 (_____) _____

SEARCH COMPLETED THIS _____ DAY OF _____, 20____

Deputy Clerk

NO RECORD FOUND ENCLOSED