**See instructions for 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 ADMINISTRATION 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 or exemplified/authenticated copy – **DO NOT REMOVE STAPLES**

$ 1.00 extra per page for faxing or emailing

VARIES postage (1st class) and handling

**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 [ ]  Certified ($20.00) ***raised Court seal***

## [ ]  Other (Specify document description and approximate date)

**We 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 Records (970) 494-3508 or (970) 494-3509.**

**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 (   )

THE MOST COMMON METHOD OF PAYMENT IS THE RECORDS REQUEST CREDIT CARD AUTHORIZATION FORM AVAILABLE ON THE SAME PAGE YOU FOUND THIS FORM**. If emailing all your forms, for security purposes please do not include the credit card number on the credit card authorization form.** Once you have sent your email, please call 970-494-3508 or 970-494-3509 to give the credit card number to the Records personnel to complete your order.

PAYMENT BY CHECK OR MONEY ORDER (Payable to Clerk of Courts) IS ALSO ACCEPTED. PLEASE CONTACT RECORDS FOR OTHER QUESTIONS OR FURTHER INFORMATION.

Please mail, fax, or email (not as secure) this completed form with the appropriate method of payment and proof of party form (if required) to:

**ATTN: Records**

Larimer County Justice Center

201 LaPorte Avenue, Suite 100

Fort Collins, CO 80521-2761

Phone: (970) 494-3508 or (970) 494-3509

Fax: (970) 494-3580

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

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

 (SEAL)

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

 Deputy Clerk

**[ ]  NO RECORD FOUND [ ]  ENCLOSED [ ]  FILES PULLED**