**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

[ ]  Other (Specify document title and approximate date)

[ ]  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)

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

**Coming in person to the Justice Center is usually the fastest way to access your records. Our hours are 7:30 am – 4:30 pm Monday through Friday. The Records Department is located at the Larimer County Justice Center, Clerk of Court Office, 1st Floor, 201 LaPorte Avenue, Fort Collins CO 80521. The entrance is to the left inside the main Clerk of Court’s Office on the first floor. You do not need to stand in line at the front counter if you just need Records; please go directly to the Records Room. 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 Records (970) 494-3508 or (970) 494-3509.

**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**

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**