



GARFIELD COUNTY COMBINED COURTS

Ninth Judicial District
109 Eighth St., Ste. 104
Glenwood Springs, CO 81601
(970)928-3062 Fax (970)928-3067

SEARCH REQUEST FORM

**A search fee of \$5.00 per name or case number will be charged on all cases. Please provide as much information as you can. The state allowance for searches is 5 – 8 business days. **Please see other required processing charges below.*

Today's Date: _____

Case Number(s): _____

Case Parties Full Names: _____

Date of Birth: _____

Approximate File Date: _____

Documents Requested: _____

Do you want any of this documents "certified"? (Please see fees below). _____

How do you wish to receive this documentation: Fax, U.S. Mail, e-mail or pick-up-in-person? (Certified documents cannot be faxed or e-mailed) _____

REQUESTOR CONTACT INFORMATION

Name: _____

Mailing Address: _____

E-Mail Address: _____

Phone Number: _____ Fax Number: _____

RESEARCH FEES RELATED TO SEARCH REQUESTS:

- Prorated hourly charge of \$20.00 will be assessed for all extended searches.
- Copies are .75 per page from hard files/.25 per page for copies from electronic sources.
- Faxed and/or emailed copies are \$1.00 per page (incoming and outgoing).
- Certification of documents is \$20.00 per pleading.
- U.S. Postage is by weight.

***PAYMENT CAN BE MADE BY CHECK OR MONEY ORDER BY MAIL AND/OR BY CASH OR CREDIT CARD PAYMENT IN OUR OFFICE. ONLINE CREDIT CARD PAYMENTS CAN BE ARRANGED BY REQUEST. NO DOCUMENTATION WILL BE PROVIDED UNTIL PAYMENT IS RECEIVED. YOU WILL BE CONTACTED WHEN FINAL CHARGES HAVE BEEN CALCULATED.**

Staff Notes: _____

Staff Initials: _____