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 [C.R.S. 13-32-104(1)(a)]** |
| $5.00 |   | Search fee per name on current system or to initiate search (1980 to present) |
| $30.00 |   | Per hour fee (specific document search, retrieving records from storage, redaction, other time-intensive research) |
| $5.00 |   | Off-site document retrieval fee (up to 5 pages) |
| $10.00 |   | Off-site file retrieval fee |
| $0.75 |   | Copy fee per page from paper files  |
| $0.25 |   | Copy fee per page from e-filed cases |
| $20.00 |   | Certification, authentication, exemplification fee |
| $0.75 |   | Postage and handling fee (up to 1 oz.) |

Party Information [Name(s) on case] Record Information

**Name** (required) **Case Type** (required)

Choose an item.

**Alias (AKA, FKA OR NKA) County/location Record**

**Date of Birth or**

**[ ]**  I do not know which county/location to seek and need assistance

Click here to enter a date.

Your Information Case Number

**Name**

**Email** (required) Additional information that may aid your search

(ie arrest date, lawsuit, amount etc)

**Phone Number** (required)

**Type of Document(s) Requested**

**[ ] Adoption Decree** [**Adoption Subcategories**](https://www.courts.state.co.us/Forms/SubCategory.cfm?Category=Adoption)

**[ ] Charges**

**[ ] Divorce Decree**

**[ ] Disposition/Sentence Order**

**[ ] Name Change Decree/Order for Name Change**

**[ ] Order for Judgement**

**[ ] Parenting Plan**

**[ ] Protection Order**

**[ ] Register of Actions**

**[ ] Satisfaction of Judgment ($20.00 fee)**

**[ ] Support Order**

**[ ] Transcript of Judgment ($25.00 fee)**

**[ ] Certification ($20.00 fee)**

**[ ] Other**

**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 (303)654-3239**

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

[ ] Pick Up in Clerk’s Office [ ]  Mail (Please include self-addressed stamped envelope for return by mail)

Name:

Address:

Phone (     )

to complete your order.

**PAYMENT INFORMATION**If paying by MasterCard, Visa, or Discover, fill out below and include copy of Identification
 [ ]   [ ]   [ ]  Card Number       Exp. Date (required)
Mastercard Visa Discover CSC Number (required)

 Signature       Amount (not to exceed)

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

**Please mail this completed form with the appropriate method of payment and provide a copy of your photo Identification to:**

**ATTN: Records**

Adams County Justice Center

1100 Judicial Center Drive

Brighton, CO 80601

Phone: (303)654-3239

Email: AdamsRecordRequest@judicial.state.co.us

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

 (SEAL)

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

 Deputy Clerk

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