

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)
\$7.50	Off-site document retrieval fee (Separation Agreement, Parenting Plan, Permanent Order)
\$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.)

ALL MISDEMEANOR AND TRAFFIC CASES 20 YEARS AND OLDER HAVE BEEN DESTROYED

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](#)
- Charges
- Divorce Decree
- Disposition/Sentence Order
- Name Change Decree/Order for Name Change
- Order for Judgment
- Parenting Plan (Photo ID required)
- Permanent Order (Photo ID required)

- Protection Order
- Register of Actions
- Satisfaction of Judgment (\$20.00 fee)
- Separation Agreement (Photo ID required)
- 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 Payment/Delivery:

Pay/Pick-up in Clerk's Office – Please submit this completed form and provide a copy of your photo identification to AdamsRecordRequest@judicial.state.co.us and a staff member will call you when it's available for pick-up.

Credit Card Online – You will receive an email with the amount to pay and instructions on how to make payment online. Please submit this completed form and provide a copy of your photo identification to AdamsRecordRequest@judicial.state.co.us Documents will be emailed unless requesting certification.

IF YOU NEED CERTIFIED COPIES COMPLETE THE RETURN ADDRESS INFORMATION BELOW.

Mail - Submit this completed form and include check/money order with self-addressed stamped envelope and copy of photo identification to:

ATTN: Records

Adams County Justice Center
1100 Judicial Center Drive
Brighton, CO 80601

CHECK OR MONEY ORDER MUST BE PAYABLE TO CLERK OF COURTS.

Return address information

Name:

Address:

Phone: ()

COURT USE ONLY

SEARCH COMPLETED THIS _____ DAY OF _____, 20_____.

(SEAL)

Deputy Clerk

- NO RECORD FOUND** **ENCLOSED** **FILES PULLED** **EMAIL SENT**
 RESEARCH REQUEST NOT PROCESSED DUE TO NON-PAYMENT