

For Court Use Only

DOCUMENT REQUEST FORM

Use this form to request a court record, search for an individual case number or business. Suppressed cases, juvenile and probate records, or certain documents with protected information may require an in person request. Please allow 3-5 business days for a response.

Your Information:

Last Name: _____

First Name: _____

Mailing Address: _____

Email: _____ Phone Number: _____

Request Information: Case Number: _____ Case Type: _____ Year case was filed: _____

County/Location of Record(s): _____ Date of Birth: _____

Party Information (Name(s) on case): _____

Alias (AKA, FKA or NKA) _____ For Civil Matters: Business Name: _____

Document(s) Requested *Please check the document(s) you are requesting or explain on "Other"

Family Matters (JV, DR, PR)	Criminal Matters (CR,JD, M, T)	Civil Matters (C,CV)
<input type="checkbox"/> Divorce Decree <input type="checkbox"/> Parenting Plan <input type="checkbox"/> Separation Agreement <input type="checkbox"/> Support Order <input type="checkbox"/> Will <input type="checkbox"/> Trust	<input type="checkbox"/> Complaint/Information <input type="checkbox"/> Disposition/Sentence Order <input type="checkbox"/> Protection Order <input type="checkbox"/> Ticket	<input type="checkbox"/> Order for Judgment <input type="checkbox"/> Transcript of Judgment <input type="checkbox"/> Satisfaction of Judgment <input type="checkbox"/> Protection order
<input type="checkbox"/> Register of Action/ROA (a brief explanation of the case including but not limited to; charges, sentences and Court minute orders)		

Other _____

Other _____

Possible Assessment of Fees and Costs

For the full assessment of fees and costs for retrieval of a case file, please see Chief Justice Directive 06-

01: https://www.courts.state.co.us/Courts/Supreme_Court/Directives/05-01_Amended%202016%20Oct18%20Web.pdf

Copy- Filed Document	\$0.25	Non-Party Search Fee (Includes copy of Register of Action)	\$5.00	Number of Pages	Amount Due (postage)
Writ of Garnishment	\$45.00	Redaction Fee	\$25.00 per hour	1-17	\$1.00
Transcript of Judgment	\$25.00	Extensive Research Fee Approx. cases 1990 and older	\$25.00 per hour	18-34	\$2.00
Certificate of Satisfaction	\$20.00			35-59	\$3.00
Certified Copy/Exemplified Copy (per document)	\$20.00			60-79	\$4.00
				80-150	\$7.00
				151-1200	\$19.00

Postage fee shall be waived upon receipt of self-addressed envelope with sufficient postage

Payments by mail should be in the form of a check or money order made out to Arapahoe Combined Court

Requests can be mailed to:

Arapahoe Combined Court

Attn: Records Department

7325 S. Potomac St.

Centennial, CO 80112

You may contact the Records Department with any questions at: ArapahoeRecordsRequest@judicial.state.co.us

COURT USE ONLY:

Deposit amount received: \$ _____ Deposit receipted into case number: _____