

**For Court Use Only**

**Lake County Combined Courts - RECORD/DOCUMENT REQUEST FORM**

Use this form to request court records/documents. The Clerk of Court can restrict access to court files or portions of court files by authority granted in the Colorado Revised Statutes/Rules, Supreme Court Rules, Chief Justice Directives and local administrative orders/directives. Suppressed cases, juvenile and probate records, or certain documents with protected information may require a U.S. government issued photo ID. 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): \_\_\_\_\_

Other identifying case/request information: \_\_\_\_\_

*Access to court records/documents are governed by Chief Justice Directive 05-01.*

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

<b>Family Matters (JV and DR)</b>	<b>Criminal Matters (CR,JD, M, T, R)</b>	<b>Civil Matters (C,CV, S)</b>	<b>Probate</b>
<input type="checkbox"/> Divorce Decree <input type="checkbox"/> Parenting Plan <input type="checkbox"/> Separation Agreement <input type="checkbox"/> Support Order <input type="checkbox"/> Petition	<input type="checkbox"/> Complaint/Information <input type="checkbox"/> Disposition/Sentence Order <input type="checkbox"/> Protection Order <input type="checkbox"/> Ticket A complete statewide criminal history arrest record check can be obtained through CBI at <a href="https://www.cbirecordscheck.com/">https://www.cbirecordscheck.com/</a>	<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"/> Letters <input type="checkbox"/> Will <input type="checkbox"/> Trust <input type="checkbox"/> Application <input type="checkbox"/> Petition <input type="checkbox"/> Closing <input type="checkbox"/> Claims

Register of Action/ROA (a brief explanation of the case including but not limited to; charges, sentences and Court minute orders)

Requested documents/information need to be certified/exemplified.

**Other** \_\_\_\_\_

**Assessment of Fees and Costs**

*All fees and costs are assessed pursuant to Chief Justice Directive 06-01.*

Copy- per page	\$0.25
Photographic Copy of document on file with the courts- per page	\$0.75
Writ of Garnishment	\$45.00
Transcript of Judgment	\$25.00
Certificate of Satisfaction	\$20.00
Certified Copy/Exemplified Copy (per document)	\$20.00

Non-Party Search Fee (Includes copy of Register of Action)	\$5.00
Research/Redaction Fee (assessed in 15 min increments after the 1 <sup>st</sup> hour)	\$30.00 per hour
Offsite Fee	\$5.00

Number of Pages	Amount Due (postage) <i>*prices subject to change based on USPS</i>
1-17	\$1.00
18-34	\$2.00
35-59	\$3.00
60-79	\$4.00
80-150	\$7.00
151-1200	\$19.00

Postage fees 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 payable to Clerk of Court.

Requests can be mailed to: **Lake Combined Courts, Attn: Records, P.O. Box 55, Leadville, CO 80461**

**Lake Combined Courts are located at 505 Harrison Ave., Leadville, CO; Tel: (719) 293-8109 Fax: (719) 486-5006**

**COURT USE ONLY:**

Deposit amount received: \$ \_\_\_\_\_ Deposit receipted into case number: \_\_\_\_\_ ID Verified: \_\_\_\_\_