

For Court Use Only

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"

Family Matters (JV and DR)	Criminal Matters (CR,JD, M, T, R)	Civil Matters (C,CV, S)	Probate
<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 https://www.cbirecordscheck.com/	<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	Non-Party Search Fee (Includes copy of Register of Action)	\$5.00
Writ of Garnishment	\$45.00	Research/Redaction Fee (assessed in 15 min increments after the 1 st hour)	\$30.00 per hour
Transcript of Judgment	\$25.00	Offsite Fee	\$15.50
Certificate of Satisfaction	\$20.00		
Certified Copy/Exemplified Copy (per document)	\$20.00		

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. Once the records request is processed then you will be contacted with an amount to submit.

COURT USE ONLY:

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