

Criminal Division – Copy / Research Request

COPY REQUEST

Fee: \$0.50 per page

Case Number: _____

Check the Type of Document:

- Disposition
 Minutes
 Complaint
 Other: _____

Document requested to be:

- Certified Copy (\$3.00 per transaction)
 Plain Copy (\$0.50 per page)
 Exemplified Judgment (\$6.00 per transaction)

Return Method: Mail Copies Pickup Copies

Mailing
Address:

Return Envelope
Provided? YES NO

RESEARCH REQUEST

Fee: \$1 per Name per Year (Last 10 years maximum)

Name to Search: _____

Date of Birth: _____

Years to Search: _____ years

Document requested to be:

- Certified Copy (\$3.00 per transaction)
 Plain Copy (\$0.50 per page)
 Exemplified Judgment (\$6.00 per transaction)

Return Method: Mail Copies Pickup Copies

Mailing
Address:

Return Envelope
Provided? YES NO

Signed: _____ Date: _____

Typed or printed name: _____ Phone Number: _____

To Be Completed by Clerk's Office

| |
|------------------------|
| Received By: _____ |
| Tendered Type: _____ |
| Tendered Amount: _____ |

| |
|---------------------------------|
| Fulfilled By: _____ |
| TOTAL COST OF REQUEST: _____ |
| Receipt Number Issued: _____ |

RETURNED REQUESTED ITEM VIA:

- Mailed in Return Envelope Provided Mailed in Envelope Placed in Pickup Bin (Folder _____)