

Criminal Division – Copy / Research Request

COPY REQUEST

Fee: \$0.50 per page

Case Number: _____

Check the Type of Document:

- Disposition
- Case Summary
- 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)
- Letter of "No Record" Requested (no fee)

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)
- Letter of "No Record" Requested (no fee)

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 _____)