



**Superior Court of California, County of Sierra**  
100 Courthouse Square, P.O. Box 476, Downieville, CA 95936  
Telephone: 530-289-3698 Fax 530-289-0205  
Email: recordsrequest@sierracourt.org

## RESEARCH AND COPY REQUEST FORM

### REQUESTOR INFORMATION:

(Tell us how to contact you regarding your request.)

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

### SEARCH COURT RECORDS:

(Designate a type of case and provide as much information as you can.)

**Division:**  Civil  Criminal  Family Law  Probate  Small Claims  
 Traffic ( Misdemeanors  Infractions)

Name: \_\_\_\_\_  
First Middle Last

Date of Birth: \_\_\_\_\_

Case No. \_\_\_\_\_ or if case number is unknown, years to search: \_\_\_\_\_

### COPY REQUEST:

(Designate what type of copies you need)

Certified  Non-certified

Entire File  Judgment/Dissolution  Minute Order dated: \_\_\_\_\_

Most Recent Custody / Support Order  Complaint, Plea & Disposition  Other: \_\_\_\_\_

### PAYMENT INFORMATION

Credit card, checks or money orders are acceptable forms of payment. Please note our office does not accept cash, and we charge a 2.75% credit card fee. Checks or money orders shall be made payable to: **Sierra Superior Court**. You may issue a check made payable to Sierra Superior Court, "not to exceed" a specified amount. All requests by mail must include a self-addressed stamped envelope large enough and with sufficient postage to return the documents to you.

### FEES (for internal use only)

Research over 10 minutes (\$15.00 per search) \$

File retrieval fee from offsite storage (42.20 per file) \$

Copy Fee (\$.50 per page) \$

Certified Copy of Dissolution (\$15.00 + Copy Fees) \$

Certified Copy request by Public Agency (\$10.00 + Copy Fees) \$

Certification Fee for all other documents (\$40.00 + Copy Fees) \$

TOTAL \$

Check # \_\_\_\_\_

Payment processed on: \_\_\_\_/\_\_\_\_/\_\_\_\_

By Clerk:

Credit Card