



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

Name: _____
 First Middle Last
 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 - Paper Clipped Pages # _____ - Judgment/Dissolution - Minute Order dated: _____
 - Most Recent Custody / Support Order - Complaint, Plea & Disposition - Other: _____

PAYMENT INFORMATION

Cash, credit card, checks or money orders are acceptable forms of payment. 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 # _____ - Credit Card	- Payment processed on: ____/____/____ By Clerk: _____

TRACKING (for internal use only)

Date Received: _____ Date Processed: _____ By Clerk: _____