

# 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 \_\_\_\_\_)