

EL MIRAGE CITY COURT REQUEST FOR COURT RECORDS

PURSUANT TO RULE 29, RULES OF THE SUPREME COURT, AND THE SUPREME COURT RECORDS RETENTION AND DISPOSITION SCHEDULE, CRIMINAL CASE RECORDS MORE THAN FIVE YEARS OLD ARE NOT AVAILABLE.

I acknowledge and understand that a Research Request Fee of Seventeen Dollars (\$17) per defendant will be charged for each name search, additional fee(s) will be assessed for copy/copies or certification of case information.

I REQUEST _____ View only _____ Copies only _____ Certification _____ Audio CD'S

\$17 research fee - \$17 per certification - \$17per CD OR \$.50 per page (in addition to all other applicable fees) OF THE FOLLOWING DOCUMENT(S):

_____ Complaint/Citation _____ Notice of Appearance of Counsel _____ Waiver of Counsel
_____ Plea Proceedings _____ Judgment of Guilt _____ Sentence Information
_____ MVD Abstract _____ Fingerprint _____ Name/Address Info _____ Other

FOR THE FOLLOWING INDIVIDUAL:

Print First Name Print Middle Name/Initial Print Last Name _____
Print Social Security # Print Date of Birth _____
Print Address Print City/State/Zip Code _____

FOR THE FOLLOWING CASE:

CITATION/DOCKET # _____ CASE # _____
DATE OF INCIDENT _____ TYPE OF CHARGE _____

OTHER INFORMATION _____

My relationship to this individual is _____

These documents are for:

Personal, non-commercial use. I am aware of the penalties for conversion to commercial use.
Commercial use. I certify that the specific use to which these documents will be put is:

Print Name of Requestor/Signature of Requestor/Date of Request _____

Please call me at _____ for payment and pickup.

Records will be faxed upon request and after payment.

Please mail to me at _____ (after payment)

The Court Fee(s) are as follows:

Research Fee/Minimum Clerk Fee _____ @ \$17 per request \$ _____

Copy/Copies @ \$.50 per page \$ _____ Certification @ \$17 per case \$ _____

Audio CD @\$17 per CD \$ _____ Programming Cost \$ _____

TOTAL AMOUNT DUE \$ _____

Documents will be held for thirty (30) days

REV. 10/13

STEP 1- Type or write in all applicable information on the form. Be sure to complete:

A. All Check Boxes

B. As much personal and case information as possible

C. Relationship to the individual, Requestor's Name, and Notification Information

D. Complete the information regarding personal or commercial use; your request will not be completed without it.

Then print, sign, and submit to the Court.

STEP 2- You must submit the completed form to the Court by fax, mail, or in person.

(Phone requests will not be accepted).

If submitting request by fax, fax the completed form to (623.815.3466. A Court representative will call you when the records are ready.

If submitting request by mail, send the completed form to the 14010 N. El Mirage Rd, El Mirage, AZ 85335

Attn: Records Request. A Court representative will call you when the records are ready.

If submitting request in person, bring the completed form to the Court. A Court representative will call you when the records are ready.

Note: Requests for court records will be processed within 5-7 business days; however some requests may take longer depending on the complexity of the request. A court representative will inform you when your documents are available.

Minimum Clerk Fee

A seventeen dollar Minimum Clerk Fee will apply to all requests. The Minimum Clerk Fee will include up to three (3) names per request or three (3) cases per name

Research Fee

In addition to the Minimum Clerk Fee, any and all requests that require a name search in order to obtain case information will be subject to a Research Fee of an additional Seventeen Dollars (\$17). A Research Request may include up to three (3) names per request or three (3) cases per name. **To avoid the assessment of the Research Fee, please provide the case number(s) on your request form.** No fee is assessed to come in and view a file, up to three (3) files.

Copy Fees

All copy requests are subject to a Fifty Cent (\$.50) per page fee (A.R.S. 22-404).

Certification Fee

In addition to any applicable Clerk Fees/Research Fees/Copy Fees, a Seventeen Dollar (\$17.00) Certification Fee will be charged on each certification (A.R.S. 22-404).

Audio Fee

A copy of an audio CD may be made for a fee of Seventeen Dollars (\$17.00) for each CD per case. Not all court proceedings are audio taped (only trials, evidentiary hearings, orders of protection, injunction against harassment hearings, oral arguments, civil traffic hearings).

CD's and Data Discs

Records requests over 20 pages in length are available in CD format (in lieu of paper) for a fee of \$10.00 per disc. For some lengthy recordings, a compressed Data disc is available; Please note: You must have specific software to view this format of electronic data. For further information please make sure to check the box on the records request form and a court representative will call you with more information.

Forms of Payment

Payment may be made in the form of money order, bank certified check, personal check, credit card (Visa, MasterCard, Discover Card or American Express), or if paying in person cash is acceptable. A charge of Twenty-five Dollars (\$25.00) will be assessed on NSF checks. Payment is due in full prior to the release of any request. **Please do not submit pre-payment for record requests.**

Please note that fees will not be waived; however, government entities are not subject to fees.