



**REQUEST FOR COURT RECORDS**

PURSUANT TO RULE 29, RULES OF THE SUPREME COURT AND THE SUPREME COURT RECORDS RETENTION AND DISPOSITION SCHEDULE, RECORDS MORE THAN FIVE YEARS OLD, DUI AND DOMESTIC VIOLENCE RECORDS (FOR CASES AFTER NOVEMBER 21, 2007) MORE THAN SEVEN YEARS OLD AND CIVIL RECORDS MORE THAN ONE YEAR OLD ARE NOT AVAILABLE. ANY COURT RECORD OR DOCUMENT THAT HAS BEEN SEALED OR PROTECTED WILL NOT BE AVAILABLE.

**I acknowledge and understand that a Research Request Fee of Seventeen Dollars (\$17.00) will be charged for each name search, up to three (3) names or three (3) separate cases (separate form required for each name request) and additional fee(s) will be assessed for copies or certification of case information.**

- View only (No Fee. View at court from 7 AM-6 PM, Monday –Thursday)
- Copies only (\$17 research fee plus \$.50 per page)
- Certification (\$17 per certification in addition to all other research and copy fees (if applicable))
- Audio CD'S (on the record) (\$17 per CD) not available after six months of final adjudication (ACJA 4-302)

OF THE FOLLOWING DOCUMENT(S):

- Complaint
- Notice of Appearance of Counsel
- Waiver of Counsel
- Plea Proceedings
- Judgment of Guilt
- Sentence Information
- MVD Abstract
- Name/Address Info
- Judgment and Order form
- Other (specify) \_\_\_\_\_

FOR THE FOLLOWING INDIVIDUAL:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ XXX-XX-\_\_\_\_  
 First Name Middle Name Last Name Date of Birth Last 4 digits of SS #

\_\_\_\_\_  
 Address City State Zip Code

FOR THE FOLLOWING CASE:

Case # \_\_\_\_\_ Complaint # \_\_\_\_\_ Date of Incident \_\_\_/\_\_\_/\_\_\_ Charge \_\_\_\_\_

\_\_\_\_\_  
 Name of Requestor Requestor's Address – Mailing address including city, state and zip

My relationship to this individual is: \_\_\_\_\_

Indicate whether you are using the Public record for a commercial purpose:  <input type="checkbox"/> Commercial ** <input type="checkbox"/> Non-Commercial	If for commercial purpose, please explain intended use:  _____ _____ _____
**A.R.S. § 39-121.03 – Commercial purposes includes any use of a public record for the purpose of sale or resale or for the purpose of producing an item containing the same information contained in the public record for the purposes of solicitation for financial gain. If you are using the record for commercial purposes as described above, you must sign the affidavit of commercial purpose.	

I acknowledge and understand that commercial use, solicitation or the unauthorized re-dissemination of any documents obtained from this request is strictly prohibited by law. I understand payment must be arranged prior to the release of the documents.

\_\_\_\_\_  
 Signature of requestor Date

Telephone/Cell No. \_\_\_\_\_

*\*Documents will be held for thirty (30) days from date of completion \**

- Please call me at \_\_\_\_\_ between 8:00 am and 5:00 pm Monday through Thursday for payment and pickup.
- Please fax information to me at \_\_\_\_\_
- Please mail to me at \_\_\_\_\_

**AFFIDAVIT OF COMMERCIAL PURPOSE**

State of Arizona }  
County of Maricopa } ss: Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
SIGNATURE DATE

I, \_\_\_\_\_, being first duly sworn state that the public records requested above are being requested for a public purpose.



Notary Seal

PLEASE ALLOW 7 – 10 BUSINESS DAYS FOR YOUR REQUEST TO BE PROCESSED

**FOR COURT USE ONLY**

Research/Minimum Clerk Fee @ \$17.00 per request	\$ _____	_____	_____
Uncertified Copy/Copies @ \$.50 per page	\$ _____	Clerk Initials receiving request	Date
Certification @ \$17.00 per case	\$ _____	_____	_____
Audio CD-R Disk @ \$17.00	\$ _____	Clerk initials completing request	Date
<b>TOTAL AMOUNT DUE</b>	<b>\$ _____</b>	_____	_____
City Court record fees per A.R.S. 22-404 (E), notified on _____	_____	by _____	_____
	Date	clerk	

REV. 01/11