

**RECORDS REQUEST AND FEES**

A defendant OR his/her designated representative may request copies of Court records. You **MUST** have the defendant's **FULL** name, Date of Birth, and Reason for the request.

*Per Supreme Court Rule 123, Access to the Judicial Records of the State of Arizona, 'Commercial Purpose',* IF a request for records is used for commercial purposes, a **RESEARCH** fee of **\$28.00** WILL be charged. This is in **ADDITION** to the following fees that will need to be paid if required.

<b>Research fee (commercial requesters)</b>	<b>\$ 28.00</b>
<b>Certification Fee (if required by requesting agency)</b>	<b>\$ 28.00</b>
<b>Audio Recording (date &amp; time of hearing required)</b>	<b>\$ 28.00</b>
<b>Copies PER page fee</b>	<b>\$ .50</b>

There is a required **5 to 7 BUSINESS** days for completion of this request.

**The following information is required to start this process.**

Litigant(s) FULL name: \_\_\_\_\_

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

Case Number: \_\_\_\_\_

Date & Time (if audio requested): \_\_\_\_\_

Reason for the request: \_\_\_\_\_

Please send records to: \_\_\_\_\_

\_\_\_\_\_

**Signature** of person requesting records

\_\_\_\_\_

**Printed name** of person requesting records

\_\_\_\_\_

Date of request

\_\_\_\_\_

Date completed and by clerk

**FEES CHARGED**

Research Fee \$ \_\_\_\_\_ Certification Fee (if required) \$ \_\_\_\_\_ Audio Recording \$ \_\_\_\_\_

Copies FEE - No. of Pages \_\_\_\_\_ @ \$ .50 per page = \$ \_\_\_\_\_

TOTAL COLLECTED \$ \_\_\_\_\_