

Today's Date:

100 Jefferson County Parkway
Golden CO 80401
720-772-2570

jeffcorecordrequest@judicial.state.co.us



Record Request Form

Please allow 3-5 business days to respond. The Clerk of Court can restrict access to court files or portions of court files by authority granted in the Colorado Revised Statutes/Rules, Supreme Court Rules, Chief Justice Directives and local administrative orders/directives. Suppressed cases, juvenile and probate matters, or documents with protected information will require a U.S. government issued photo ID to access.

Your Information

First Name: _____ Last Name: _____
Mailing Address: _____
Email Address: _____ Phone Number: _____

Request Information

*** We may not be able to locate or confirm ownership of a record when information is limited***

Case Number: _____ Case Type: _____ Year Case Was Filed: _____
Date of Birth: _____ Party Information (Name(s) on Case): _____
Other identifying case/request information: _____

Record Requested

Family Matters (JV/DR/JA/JR)	Criminal Matters (CR, JD, M, T, R)	Civil Matters (C, CV, S)	Probate (PR/MH)
<input type="checkbox"/> Decree <input type="checkbox"/> Parenting Plan <input type="checkbox"/> Separation Agreement <input type="checkbox"/> Support Order <input type="checkbox"/> Petition <i>Access to adoption records will require additional paperwork.</i>	<input type="checkbox"/> Complaint/Affidavit <input type="checkbox"/> Disposition/Sentence Order <input type="checkbox"/> Protection Order <input type="checkbox"/> Ticket <i>A statewide criminal history check must be obtained through CBI.</i>	<input type="checkbox"/> Order for Judgment <input type="checkbox"/> Transcript of Judgment <input type="checkbox"/> Satisfaction of Judgment <input type="checkbox"/> Protection Order <input type="checkbox"/> Name Change Decree	<input type="checkbox"/> Letters <input type="checkbox"/> Will <input type="checkbox"/> Trust <input type="checkbox"/> Application <input type="checkbox"/> Petition <input type="checkbox"/> Closing <input type="checkbox"/> Claims <input type="checkbox"/> Reports

Miscellaneous:

- Register of Action/ROA (a brief explanation of the case including but not limited to charges, sentences, and Court minute orders)
- Other (please describe):

Explanation of Fees and Costs: *I am acting on behalf of a CO State Agency (ID required)*

Copy (per page)	\$0.25	Certification or Exemplification (per document)	\$20
Transcript of Judgment	\$25	Certificate of Satisfaction	\$20
Onsite Retrieval Fee (per case/search)	\$5	Research/Redaction Fee (assessed in 15 min. increments after the 1 st hour)	\$30 dollars per hour
Offsite Retrieval Fee	\$12	Postage assessed based on current USPS rate schedule.	

Cost will be provided by a records representative; payment is required prior to the fulfillment of a request