

Michael W. Rosedale
Clerk/Auditor/Recorder
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Clerk's Office 208-265-1432
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PUBLIC RECORDS REQUEST FORM (to be completed by Requestor)

Requestor: _____ Date of Request: _____

Mailing Address: _____ Email: _____

Phone No.: _____

Case No.: _____ Case Name: _____

- CD of court proceedings Transcript **Date and Type of Hearing** _____
 Copies (list Document name): _____
 Further instruction _____

NOTE: Pursuant to I.C. 9-338(10)(e), if the above request is for more than 100 pages, includes records from which nonpublic information must be deleted, or the request exceeds two person hours, an additional fee may be charged.

ESTIMATE (to be completed by Deputy Clerk)

Estimated Fee for: _____ \$ _____

For Certification of copies (_____ documents at \$1.00 per certification) \$ _____

(The above fees are lawfully charged pursuant to I.C. § 31-3201)

Postage and Handling Fee (Standard Fee \$1.50) (CD \$2.00) \$ _____

Credit Card processing fee (\$3.00) \$ _____

TOTAL FEES PAYABLE (includes postage) \$ _____

Clerk Initials: _____ **PAID DATE:** _____

REPLY (to be completed by Deputy Clerk)

- A written Motion (request) and proposed order should be filed with the Court for this transcript.
 Notice given to requestor that response will be delayed up to ten (10) working days from the date of request.
 Preparation time for transcripts on closed cases may take up to thirty (30) days.
 Request denied for the reason that _____
 Requestor advised that a ruling by a judge may be demanded if a custodian has denied the request
 Per ICAR 32(j)(4) The custodian is not under a duty to compile or summarize information contained in records, nor is the custodian obligated to create new records for the requesting party

Delivered to Requestor this _____ day of _____, 20____, _____, Deputy Clerk

Hand Delivered Mailed, US Mail E-mailed: _____