

# Chandler Municipal Court

## \*\*\* Record Research Request Form \*\*\*

Researches take approximately 5-7 business days to complete. A.R.S. §22-404B provides that a minimum clerk fee of \$17.00 may be charged for research in locating a document and provides a \$0.50 per page copy fee, this excludes materials the Court deems confidential under Supreme Court Rule 123. The \$17.00 research fee must be paid when this form is filed.

### Person Completing Form:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please  how you wish to receive your document(s):  Mail to above address

Call for pick up: PH# \_\_\_\_\_

\*\*If unable to leave a message or make contact after 3 attempts, document will be sent via US Mail

\*\*\*\*\*

I am requesting information of the following person:

\_\_\_\_\_

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

Defendant's Name (include middle name if known)

**I will need a status letter only, NO COPIES.** \$17.00 Research fee must be paid at the time of the filing of this form. Status letter will have the Court's seal and provides minimum case information {case number(s), violation code(s), violation description(s), final disposition, case open or closed}. Please  only one of the following:

All files, Criminal & Civil, case information

Only criminal case information

Only case number(s) I need the status letter for: \_\_\_\_\_

**I will need certified copies.** \$17.00 Research fee must be paid at the time of the filing of this form. A copy fee of \$0.50 per page will be charged and must be paid prior to documents being released. You will be called with a total amount due for copies made. Copies of police reports must be obtained from the police department.

Amount still owed: \$ \_\_\_\_\_

I do not wish to exceed the total cost of \$ \_\_\_\_\_ for these copies.

I know the case number(s) of the file(s) I want copies of: \_\_\_\_\_

Only open cases { only one:  Criminal **OR**  Civil **OR**  Both}

All files, open & closed { only one:  Criminal **OR**  Civil **OR**  Both}

Any exhibits entered into evidence if able

**I will use this information for commercial purposes.** If this is marked, you must provide the Court with a verified or acknowledged statement setting forth the commercial purpose and specific use intended

**!! COURT USE ONLY !!** Receipt# \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Record ID #: \_\_\_\_\_

MG- 279

Research clerk's initials \_\_\_\_\_

Date request completed \_\_\_\_\_