Records Request

☐ View Only	☐ Copies Only	☐ Certification (Court Seal)
$17.00 minimum clerk fee View at the Courthouse between 8:30am – 11:00am & 1:30pm – 4:00pm	Records Request Fee: $17.00 per case requested Commercial Records Request Fee: $27.00 per case requested Copy Fee: $ 0.50 per page	Certification Fee: $17.00 per Certification, **in addition to the Records Request and Copy Fees.** Note: Certification requests must be picked up or mailed, they cannot be emailed.

Delivery Preference: (If no delivery method is marked, the court will assume it is for pick-up)

☐ Emailed Email address: _____   ☐ Faxed Fax: (____) _____-_____

☐ Mailed   ☐ Pick-up

Plaintiff/Defendant Information:

_____   ___ /____ /_____
First Name   Middle   Last Name   DOB: MM/DD/YYYY

Case Information:

_____   _____   _____
Case #   Date of Incident   Type of Charge

_____   _____   _____
Case #   Date of Incident   Type of Charge

Requested Documents:

☐ Complaint   ☐ Notice of Appearance
☐ Sentencing Documents   ☐ Waiver of Counsel
☐ Status Letter (No Case Found/Case Closed/Satisfied)   ☐ Other _____

Requestor Information:
Name: _____ Address _____
City: _____ State: _____ Zip: _____ Phone: _____

☐ I certify that the specific use of these documents is for personal non-commercial use. "Commercial use" means the use of a public record for sale or resale, or for solicitation.

By signing or by electronic submission, I acknowledge that payment must be paid in full prior to the court releasing records.
Signature: _____ Date: _____

For Court Use Only

Research Clerk Initials _____ Date Completed _____ Record ID # _____ Amount Owed $_____

Payment Clerk Initials _____ Date Paid _____ Receipt # _____ Amount Paid $_____

Records Request:
☐ Delivered ☐ Unable to Deliver ☐ Denied If unable to deliver or denied – explain: _____

Requests can take up to 30 business days to complete. A.R.S. §22-404 provides that a minimum clerk fee of $17.00 may be charged for research in locating a document, a $17.00 record duplication fee and a $0.50 per page copy fee, this excludes materials the Court deems confidential under Supreme Court Rule 123

Return completed form to court@chandleraz.gov ; 200 E Chicago St, Chandler, AZ, or mail to P.O. Box 4008 Mail Stop 302, Chandler, AZ 85244