



Chandler Municipal Court | 200 E. Chicago Street, Chandler, AZ 85225

480-782-4700 | Fax: 480-782-4752 | court@chandleraz.gov | www.chandleraz.gov

Records Request

☐ View Only \$17.00 minimum clerk fee View at the Courthouse between 8:30 – 11 a.m. & 1:30 – 4 p.m.	☐ Copies Only Records Request Fee: \$17.00 per case requested Commercial Records Request Fee: \$27.00 per case requested Copy Fee: \$ 0.50 per page	☐ Certification (Court Seal) 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.
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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

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Requested Documents:

☐ Complaint ☐ Waiver of Counsel
☐ Sentencing Documents ☐ Receipt Summary
☐ Notice of Appearance/Appointment of Counsel

Requestor Information: ☐ Victim/Attorney for Victim

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.

If the request is for commercial use, please explain the intended use: _____

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