

Name:  
Address:

Phone:

I, \_\_\_\_\_, am requesting the following information  
Your name goes here  
from the Court regarding \_\_\_\_\_, date of birth  
Defendant's Name (include middle name if known)

\_\_\_\_\_ be as specific as you can

\_\_\_\_\_ **I would like to view case files.** (A.R.S. §22-404B provides that a minimum clerk fee of \$17.00 may be charged for research in locating a document.) (This excludes materials the court deems confidential under Supreme Court Rule 123)

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

\_\_\_\_\_ All files for this person (open & closed files that have not been purged)

\_\_\_\_\_ Only open pending cases (no disposition yet)

\_\_\_\_\_ Active files (dispositioned, but all court sanctions have not been fulfilled, i.e., fines, probation, counseling, etc.)

\_\_\_\_\_ Any exhibits entered into evidence

\_\_\_\_\_ **CRIMINAL**    \_\_\_\_\_ **CIVIL**    \_\_\_\_\_ **BOTH**

\_\_\_\_\_ I will need **copies** made from case filings. (A.R.S. §22-404B provides a per page fee of \$0.50 for copies of any documents per page)

\_\_\_\_\_ I want to purchase available **audio tapes or transcripts** of court proceedings. (A.R.S. §22-404B provides that a minimum clerk fee of \$17.00 may be charged for duplication of an audio record) Transcription is done by a certified court reporter and you will pay those fees to the court reporting firm.

\_\_\_\_\_ 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 for the records.)

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

**Copies of police/arrest records must be obtained from the police department. This court can only provide copies for cases that are filed through this court.**