

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA BARBARA**



COPY REQUEST FORM

DATE: _____ PHONE NUMBER: _____

REQUESTOR: _____

SEARCH COURT RECORDS	
<input type="checkbox"/> CRIMINAL	<p>Full name: _____</p> <p>Date of birth (if known): ____ / ____ / ____ Driver's license: _____ (optional)</p> <p>AKA: _____</p> <p>Case number(s) (if known): _____</p> <p>Year(s) of offense to search: _____</p> <p>Charges/conviction (if known): _____</p>
<input type="checkbox"/> CIVIL/FAMILY/ PROBATE	<p>Case number(s) (if known): _____</p> <p>Plaintiff / Petitioner: _____</p> <p>Defendant / Respondent: _____</p> <p>Year(s) to search: _____</p>

COPY REQUEST	
<input type="checkbox"/> CERTIFIED	<input type="checkbox"/> NON-CERTIFIED
CRIMINAL	CIVIL/FAMILY/PROBATE
<input type="checkbox"/> Minute Order dated: <input type="checkbox"/> Entire file <input type="checkbox"/> Conviction / disposition packet (complaint, court docket, waiver, probation order) <input type="checkbox"/> Other:	<input type="checkbox"/> Judgment / Dissolution <input type="checkbox"/> Entire file <input type="checkbox"/> Most recent Support/Custody Order <input type="checkbox"/> Letters <input type="checkbox"/> Minute Order dated: <input type="checkbox"/> Other: (please include name of document & date filed)

PAYMENT INFORMATION	
Payment is required prior to delivery of documents	
<input type="checkbox"/> Check # _____ attached	<input type="checkbox"/> Credit Card – IN PERSON ONLY
Make check payable to: Clerk of the Court	

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DOCUMENT DELIVERY	
Copies may be picked up in person or may be mailed via postal mail.	
<input type="checkbox"/>	In person Copies to be picked up will be held for two weeks. ***Copies of microfiche records, and records stored offsite, will be available after 5 business days.
<input type="checkbox"/>	Mail to: _____ Additional costs for postage and mailing envelope will be added.

FOR INTERNAL USE ONLY				
<input type="checkbox"/>	Copy fee (\$0.50 per page) [GC §70627(a)]	Number of pages:	TC145-044	\$
<input type="checkbox"/>	Certification fee (\$25.00 per document + Copy fees) [GC §70626(a)(4)]		TC145-141	\$
<input type="checkbox"/>	Certified copy of divorce judgment (\$15.00 + Copy fees) [GC §70674]		TC145-077	\$
<input type="checkbox"/>	Certificate (\$25.00) [GC §70626(a)(8)]		TC145-141	\$
<input type="checkbox"/>	Search for records or files over 10 minutes (\$15.00) [GC §70627(c)]		TC145-046	\$
<input type="checkbox"/>	Postage & Handling			
	1-10 pages \$1.00	11-25 pages \$2.00		
	26-30 pages \$2.50	30 + pages \$3.00+ (depending on weight)	SCSTE	\$
TOTAL:				\$

RECORDS SEARCH		
<input type="checkbox"/> CMS	<input type="checkbox"/> MICROFICHE	<input type="checkbox"/> LEDGER BOOKS
NOTES:		