INSTRUCTIONS FOR REQUESTING RECORDS

STEP 1- Type or write in all applicable information on the form. Be sure to complete:

A. All Check Boxes
B. As much personal and case information as possible
C. Relationship to the individual, Requestor's Name, and Notification Information
D. Complete the information regarding personal or commercial use; your request will not be completed without it.

Then print, sign, and submit to the Court.

STEP 2- You must submit the completed form to the Court by fax, mail, or in person.
(Phone requests will not be accepted).
If submitting request by fax, fax the completed form to (480) 312-2764. A Court representative will call you when the records are ready.
If submitting request by mail, send the completed form to the Scottsdale City Court at 3700 North 75th Street, Scottsdale, AZ 85251 Attn: Records Request. A Court representative will call you when the records are ready.

If submitting request in person, bring the completed form to the Court, date stamp it and drop it in the drop box at the Self-Service Center in the Court lobby. A Court representative will call you when the records are ready.
Note: Requests for court records will be processed within 5-7 business days; however some requests may take longer depending on the complexity of the request. A court representative will inform you when your documents are available.

Minimum Clerk Fee
A seventeen dollar Minimum Clerk Fee will apply to all requests. The Minimum Clerk Fee will include up to three (3) names per request or three (3) cases per name

Research Fee
In addition to the Minimum Clerk Fee, any and all requests that require a name search in order to obtain case information will be subject to a Research Fee of an additional Seventeen Dollars ($17). A Research Request may include up to three (3) names per request or three (3) cases per name. **To avoid the assessment of the Research Fee, please provide the case number(s) on your request form.** No fee is assessed to come in and view a file, up to three (3) files.

Copy Fees
All copy requests are subject to a Fifty Cent ($.50) per page fee (A.R.S. 22-404).

Certification Fee
In addition to any applicable Clerk Fees/Research Fees/Copy Fees, a Seventeen Dollar ($17.00) Certification Fee will be charged on each certification (A.R.S. 22-404).

Audio Fee
A copy of an audio CD may be made for a fee of Seventeen Dollars ($17.00) for each CD per case. Not all court proceedings are audio taped (only trials, evidentiary hearings, orders of protection, injunction against harassment hearings, oral arguments, civil traffic hearings).

CD's and Data Discs
Records requests over 20 pages in length are available in CD format (in lieu of paper) for a fee of $10.00 per disc. For some lengthy recordings, a compressed Data disc is available; Please note: You must have specific software to view this format of electronic data. For further information please make sure to check the box on the records request form and a court representative will call you with more information.

Forms of Payment
Payment may be made in the form of money order, bank certified check, personal check, credit card (Visa, MasterCard, Discover Card or American Express), or if paying in person cash is acceptable. A charge of Twenty-five Dollars ($25.00) will be assessed on NSF checks. Payment is due in full prior to the release of any request. **Please do not submit pre-payment for record requests.**

Please note that fees will not be waived; however, government entities are not subject to fees.

SCOTTSDALE CITY COURT 3700 N 75TH ST SCOTTSDALE AZ 85251 480.312.2442

REQUEST FOR COURT RECORDS

PURSUANT TO RULE 29, RULES OF THE SUPREME COURT, AND THE SUPREME COURT RECORDS RETENTION AND DISPOSITION SCHEDULE, CRIMINAL RECORDS MORE THAN FIVE YEARS OLD, AND CIVIL RECORDS MORE THAN ONE YEAR OLD MAY NOT BE AVAILABLE. ANY COURT RECORD OR DOCUMENT THAT HAS BEEN SEALED OR PROTECTED WILL NOT BE AVAILABLE. **I acknowledge and understand that a Research Request Fee of Thirty-four Dollars ($34.00) will be charged for each name search, up to three (3) names or three (3) separate cases (separate form required for each name request) and additional fee(s) will be assessed for copies or certification of case information.**

☐ VIEW ONLY	☐ COPIES ONLY	☐ AUDIO CD'S	☐ CERTIFICATION
NO FEE. VIEW AT COURT FROM 8AM-5PM, MONDAY – FRIDAY	$17 RESEARCH FEE (IF APPLICABLE) + $17 MINIMUM CLERK FEE + $.50 PER PAGE ☐ DOCUMENT CD AVAILABLE FOR REQUESTS OVER 20 PAGES AT $10.00 PER DISC.	$17 PER CD ☐ Data disc available for some recordings. Please check here if you would like more information regarding Data Discs.	$17 PER CERTIFICATION IN ADDITION TO ALL OTHER RESEARCH AND COPY FEES (IF APPLICABLE)

OF THE FOLLOWING DOCUMENT(S):

☐ Complaint ☐ Notice of Appearance/Appointment of Counsel ☐ Sentence Information
☐ Plea Proceedings ☐ Waiver of Counsel ☐ Name/Address Info
☐ MVD Abstract ☐ Sentence and Judgment form ☐ Final Disposition/Compliance Letter
☐ Other (specify) _____ ☐ Entire Court File

FOR THE FOLLOWING INDIVIDUAL:

_____ _____/_____ XXX-XX-_____
First Name Middle Name Last Name Date of Birth (MM/YYYY) Last 4 digits of SS#

FOR THE FOLLOWING CASE (s):

_____ _____ _____ _____
Case # Complaint # Date of Incident Type of Charge

Name of requestor: _____ My relationship to this individual is: _____

Requestor's Address: _____
Mailing Address, including city, state and zip

Please call me at _____ between 8am and 5pm weekdays for payment and pickup.
Please fax payment and pickup information to me at _____.
Please email payment and pickup information to me at _____.
Please mail to me at _____. I understand payment must be arranged prior to the release of the documents.

Please note: this records request <u>will not</u> be processed without the following information.

☐ These documents are for personal non-commercial use. I am aware that undeclared commercial use is prohibited.
☐ Commercial use: I certify that the specific use of these documents is_____.

I acknowledge and understand that the unauthorized re-dissemination of any documents obtained from this request is strictly prohibited. I also understand that the declaration for commercial or non-commercial use applies to all records requests made to the court.

_____ _____
Signature of requestor (not required on electronic requests) Date

Note: Requests for court records will be processed within 5-7 business days; however some requests may take longer depending on the complexity of the request. A court representative will inform you when your documents are available.

THE SECTION BELOW IS FOR COURT USE ONLY

Service	Amount Charged if applicable	Service	Amount Charged if applicable
Research fee $17 per request		Certification fee $17 per case	
Clerk fee $17 per request		Audio CD's $17 per disc	
Copy fee $0.50 per page	(_____ pages total)	Document CD $10 per disc	
	TOTAL AMOUNT DUE:		

_____ _____ _____ _____
CSR initials receiving request Date CSR initials completing request Date