

INSTRUCTIONS FOR REQUESTING RECORDS

STEP 1-Go to our website www.scottsdaleaz.gov/court click **FIND A CASE/MAKE A PAYMENT**

If no case found, check box **NOT IN SYSTEM LETTER** on Request for Court Records form.

STEP 2- Type or write in all applicable information on the form. Be sure to complete:

- All Check Boxes
- As much personal and case information as possible
- Requestor's Name, and Notification Information
- Certify request is for personal non-commercial use; your request will not be completed without it.

Then print, sign, and submit to the Court.

STEP 3- You must submit the completed form to the Court by fax, email, mail, or in person.

(Phone requests will not be accepted).

- If submitting request by fax, fax the completed form to (480) 312-2764.
- If submitting request by email, submit the completed form to court@scottsdaleaz.gov
- 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.
- 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.

Minimum Clerk Fee

\$17.00 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

Copy Fees

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

Certification Fee

In addition to any applicable Minimum Clerk and Copy Fees, a \$17.00 Certification Fee will be charged on each certification

Audio Fee

A copy of an audio CD may be made for a fee of \$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).

Forms of Payment

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

Government agencies

Please submit request on Official Letterhead.

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

<input type="checkbox"/> VIEW ONLY	<input type="checkbox"/> COPIES ONLY	<input type="checkbox"/> AUDIO CD'S	<input type="checkbox"/> CERTIFICATION
NO FEE. VIEW AT COURT FROM 8AM-5PM, MONDAY – FRIDAY	\$17 MINIMUM CLERK FEE + \$.50 PER PAGE	\$17 PER AUDIO CD	\$17 PER CERTIFICATION IN ADDITION TO CLERK AND COPY FEES CANNOT BE FAXED OR EMAILED

OF THE FOLLOWING DOCUMENT(S):

- | | | |
|---|--|--|
| <input type="checkbox"/> Complaint | <input type="checkbox"/> Notice of Appearance/Appointment of Counsel | <input type="checkbox"/> Sentence Information |
| <input type="checkbox"/> Plea Proceedings | <input type="checkbox"/> Waiver of Counsel | <input type="checkbox"/> Name/Address Info |
| <input type="checkbox"/> MVD Abstract | <input type="checkbox"/> Sentence and Judgment form | <input type="checkbox"/> Final Disposition/Compliance Letter |
| <input type="checkbox"/> Not In System Letter | | |

PLAINTIFF/DEFENDANT INFORMATION (REQUIRED):

_____/_____/_____
 First Name Middle Name Last Name DOB: (MM/DD/YYYY) XXX-XX-_____
 Last 4 digits of SS#

FOR THE FOLLOWING CASE (s):

 Case # Complaint # Date of Incident Type of Charge

Name of requester: _____

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

Please call me at _____ between 8am and 5pm weekdays for payment and pickup.

I'd like my documents: Emailed Faxed Mailed Picked-up

Email: _____

Fax Number: _____

I understand payment must be paid in full prior to the release of records.

Please note: this records request will not be processed without the following information.

I certify that the specific use of these documents are for personal non-commercial use.

"Commercial use" means the use of a public record for the purpose of sale or resale, or for solicitation.

 Signature of requestor (not required on electronic requests) Date

Note: Requests for court records will be processed within 5-7 business days. A court representative will contact you when your records are available.

THE SECTION BELOW IS FOR COURT USE ONLY

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

 CSR initials receiving request Date

 CSR initials completing request Date