

RECORDS REQUEST

SCOTTSDALE CITY COURT 3700 North 75th Street Scottsdale, Arizona 85251
Phone (480) 312-2442 Fax (480) 312-2764
Email court@scottsdaleaz.gov

INSTRUCTIONS FOR REQUESTING RECORDS

Pursuant to Rule 123, Rules of the Supreme Court, all court records are open to the public unless they are marked "Closed" or "Confidential," which means that members of the public may not inspect, obtain copies of, or otherwise have access to such records unless authorized by law. Municipal Courts shall retain records according to the retention schedule set forth in the Arizona Code of Judicial Administration §4-302; records that have been purged within the guidelines of the retention schedule may not be available.

STEP 1 – PROVIDE DETAILED CASE INFORMATION (REQUIRED):

- Go to our website www.scottsdaleaz.gov/court click **FIND A CASE/MAKE A PAYMENT**. If no case found, check box **No Record Found Letter (NIS)** on Request for Court Records form.

STEP 2 – SELECT YOUR TYPE OF REQUEST:

- Check all applicable boxes.

STEP 3 – PROVIDE YOUR CONTACT INFORMATION:

- To complete your request, the court will need the most up-to-date contact information.

STEP 4 – SELECT YOUR DELIVERY PREFERENCE:

- Payment must be received prior to releasing your records.
- If no delivery method is marked, the court will assume it is for pick-up.

STEP 5 – SUBMITTING YOUR REQUEST:

- Fax the completed form to (480) 312-2764;
- Email the completed form to court@scottsdaleaz.gov;
- Mail the completed form to the Scottsdale City Court at 3700 North 75th Street, Scottsdale, AZ 85251;
- In person, bring the completed form to the Court, date stamp it and drop it in the Drop Box – located in the lobby;
- By signing or by electronic submission, I acknowledge that payment must be paid in full prior to the court releasing records.

Fees Pursuant to A.R.S. §22-404:

- Minimum Clerk Fee - \$17.00 apply to all requests.
- Copy Fees – .50 ¢ per page, if applicable.
- Certification Fee - \$17.00 per each certification, in addition to minimum clerk and copy fees.
- Audio Fee - \$17.00 per audio CD. Note: not all court proceedings have audio recording available, required trials, evidentiary hearings, orders of protection and injunction against harassment hearings, oral arguments, and 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 cash, if paying in person. A charge of \$25.00 will be assessed on all NSF payments. Payment is due in full prior to the release of records. **Please do not submit pre-payment for record requests.**

Government agencies:

Government agencies are exempt from mandated fees; however, request must be submitted on official letterhead for fees to be waived.

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:			

CC initials

Date received

CC initials completed

Date completed

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STEP 1 - PROVIDE DETAILED CASE INFORMATION (REQUIRED):

PLAINTIFF/DEFENDANT INFORMATION:

_____/_____/_____
First Name Middle 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

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STEP 2 - SELECT YOUR TYPE OF REQUEST

<input type="checkbox"/> VIEW ONLY	<input type="checkbox"/> COPIES ONLY	<input type="checkbox"/> AUDIO CD'S	<input type="checkbox"/> CERTIFICATION
\$17.00 Minimum Clerk Fee View at the Courthouse Between: 8:00 - 11:30 a.m. & 1:30-4:30 p.m. Monday - Friday	\$17.00 Minimum Clerk Fee plus .50¢ per page, if applicable.	\$17.00 per Audio CD.	\$17.00 per Certification, in addition to Clerk and Copy Fees. Note: Certification request must be picked-up or mailed.

OF THE FOLLOWING DOCUMENT(S):

- Complaint
- Notice of Appearance/Appointment of Counsel
- Receipt Summary
- Sentencing Documents
- Waiver of Counsel
- No Record Found Letter (NIS)
- MVD Abstract
- Sentence and Judgment form
- Other: _____

STEP 3 - PROVIDE YOUR CONTACT INFORMATION:

Name of requestor: _____

Mailing Address: _____
Street number, City, State and Zip Code

Best contact number: _____ (Note: Calls are made during normal business hours.)

STEP 4 - SELECT YOUR DELIVER PREFERENCE:

Emailed Faxed Mailed Picked-up

Email: _____ Fax: _____

Note: The court processes request in the order they are received, regular processing time is 5-7 business days. A court representative will contact you when your records are available.

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.
By signing or by electronic submission, I acknowledge that payment must be paid in full prior to the court releasing records.

Signature of requestor

Date