

**RECORDS REQUEST**

**SCOTTSDALE CITY COURT 3700 North 75th Street Scottsdale, Arizona 85251**  
**Phone (480) 312-2442 Fax (480) 312-2764**  
**Email [court@scottsdaleaz.gov](mailto: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](http://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](mailto: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. The Fee includes up to three (3) names per request or three (3) cases per name.
- 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 |                                |
| <b>TOTAL AMOUNT DUE:</b>   |                                |                                 |                                |

CC initials

Date received

CC initials completed

Date completed

Revised 06/2017

