

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 courts@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.