

DOCUMENT DELIVERY

(Tell us how you want to receive your documents)

Pick up at: Santa Cruz Room 110 (Civil/Probate ONLY) Santa Cruz Room 120 (Criminal ONLY)
 Watsonville Room 300 (Family/Small Claims ONLY)

Mail to: _____

Email to: _____

FOR INTERNAL USE ONLY

<input type="checkbox"/> Research over 10 minutes (\$15.00 per search)	\$
<input type="checkbox"/> File Retrieval Fee from offsite storage (\$15.00 per file)	\$
<input type="checkbox"/> Certification Fee (\$25.00 per document / standard packet + Copy Fees)	\$
<input type="checkbox"/> Photocopy or Email Fee (\$.50 per page) Number of pages:	\$
<input type="checkbox"/> Comparison Certification Fee (\$1.00 per page + Certification Fee) Number of pages:	\$
<input type="checkbox"/> Postage & Handling	
1-15 pages \$1.52 16-30 pages \$1.92 31-45 pages \$2.52 46-60 pages \$2.92 61-75 pages \$3.32 76-90 pages \$5.05	\$
<input type="checkbox"/> Exemplified Copies (\$50.00)	\$
<input type="checkbox"/> Certified Copy of Dissolution (\$15.00 + Copy Fees)	\$
<input type="checkbox"/> Certified Copy request by Public Agency (\$10.00 + Copy Fees)	
TOTAL	\$

<input type="checkbox"/> Check # _____	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Payment processed on: _____/_____/_____	BY CLERK: _____
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RECORDS SEARCH

COMPUTER MICROFICHE FELONY LEDGERS OLD COMPUTER

NOTES:

RECORD SEARCH COMPLETED BY: _____

TRACKING

Search/Copies completed on: _____ Notified of additional \$\$ due on: _____

Mailed on: _____ Letter sent advising unable to locate case on: _____

Picked-up on: _____