



# SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CRUZ

## Copy Request by Mail

- Download and print the Research & Copy Request Form (SUPCV981).
- Fill in all applicable sections for the case type requested; providing as much information as you can about the case.
- If we do not find the case in less than 10 minutes, a \$15.00 research fee may be charged.
- If the file is located at an off-site storage facility, a \$15.00 retrieval fee will be added.
- Submit a self-addressed, stamped envelope of sufficient size and postage.
- Submit a check made out to Superior Court as follows:

**Doe**  
**123 Main Street**  
**Anytown, CA 12345**

Date: 00/00/0000

Pay to the order of: Santa Cruz Superior Court

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