

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CRUZ

SANTA CRUZ BRANCH
701 Ocean Street, Room 120
Santa Cruz, CA 95060



WATSONVILLE BRANCH
1 Second Street, Room 300
Watsonville, CA 95076

RESEARCH & COPY REQUEST FORM

REQUESTOR INFORMATION

Name: _____ Date: _____ Phone: _____ Cell: _____
Address: _____ Account # (public agencies): _____ Charge Account
 Pick-Up at: _____ Mail Email Address (Agencies Only): _____

RECORD SEARCH INFORMATION

CRIMINAL	Name: _____ First Middle Last
	Date of Birth: _____ / _____ / _____ Driver's License #: _____
	AKA: _____
	Years, violation, or other info: _____
CIVIL	Plaintiff / Petitioner: _____
	Defendant / Respondent: _____
	Years to search: _____

COPY REQUEST

Case Name and No : _____
Case Name and No : _____
Case Name and No : _____

CRIMINAL

CERTIFIED NON-CERTIFIED

CIVIL

CERTIFIED NON-CERTIFIED

- Entire File
- Paper-Clipped Pages # _____
- Standard Packet(Complaint, Plea & Disposition)
- Immigration
- State Licensing Board
- Other: _____

- Judgment / Dissolution
- Entire File
- Most Recent Support / Custody Order
- Minute Order dated: _____
- Other: _____

FOR CLERKS 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 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 (see postage chart)		\$
<input type="checkbox"/> Exemplified Copies (\$50.00)		\$
<input type="checkbox"/> Certified Copy of Dissolution (\$15.00 + Copy Fees)		\$
TOTAL		\$
Account Balance (Public Agency Accounts)		
<input type="checkbox"/> Check Attached #: _____ \$ _____	<input type="checkbox"/> Payment processed on: ____/____/____	CLERK:

RECORDS SEARCH

<input type="checkbox"/> ISD	<input type="checkbox"/> MICROFICHE	<input type="checkbox"/> FELONY LEDGERS	<input type="checkbox"/> OLD COMPUTER
NOTES:			
RECORD SEARCH COMPLETED BY:			

TRACKING	POSTAGE CALCULATION	
Search/Copies completed on: _____	PAGE #	COST
Mailed on: _____	1 – 15	\$1.52
Picked-up on: _____	16 – 30	\$1.92
Notified of additional \$\$ due on: _____	31 – 45	\$2.52
Letter sent advising unable to locate case on: _____	46 – 60	\$2.92
	61 – 75	\$3.32
	76 – 90	\$5.05

