

Superior Court of California
Santa Cruz County

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 Any town CA 12345	Date: <u>00/00/00</u>	
Pay to the order of: <u>Superior Court</u>	\$ <table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td style="text-align: center;">(Leave Blank)*</td></tr></table>	(Leave Blank)*
(Leave Blank)*		
<hr/> <i>not to exceed \$75*</i> DOLLARS		
Memo _____	_____ SIGN HERE	

Copies are \$.50 per page

Certified copies range from:

Divorce Decree - \$15 + \$.50 per page

Any other document -\$25 + \$.50 per page

*Once determined, the amount will be filled in and a receipt will be mailed back with your copies