SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CRUZ

For Court Use Only

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: _____ Phone No.: _____

Address: _____ Cell No.: _____

☐ Pick-Up at: _____ ☐ Mail ☐ Email Address: _____

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		☐ Judgment / Dissolution	
☐ Paper-Clipped Pages #_____		☐ Entire File	
☐ Standard Packet(Complaint, Plea & Disposition)		☐ Most Recent Support / Custody Order	
☐ Immigration		☐ Minute Order dated: _____	
☐ State Licensing Board		☐ Other: _____	
☐ Other: _____		_____	

FOR CLERKS USE ONLY	
☐ Research over 10 minutes ($15.00 per search)	$
☐ File Retrieval Fee from offsite storage ($15.00 per file)	$
☐ Certification Fee ($25.00 per document / standard packet + Copy Fees)	$
☐ Photocopy or Email Fee ($.50 per page) Number of pages:	$
☐ Comparison Certification Fee ($1.00 per page + Certification Fee) Number of pages:	$
☐ Postage & Handling (see postage chart)	$
☐ Exemplified Copies ($50.00)	$
☐ Certified Copy of Dissolution ($15.00 + Copy Fees)	$
TOTAL	**$**
☐ Check Attached #: _____ $ _____ ☐ Payment processed on: ____/_____/_____	CLERK:

RECORDS SEARCH			
☐ COMPUTER	☐ MICROFICHE	☐ FELONY LEDGERS	☐ 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