

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE COUNTY OF MENDOCINO**

RECORD REQUEST

Record requests must be submitted in writing or in person and must include payment in advance. If requesting copies be mailed, please include self-addressed envelope with adequate postage.

Please make checks payable to Mendocino Superior Court, leave amount blank, and note in the memo field "not to exceed \$75.00."

REQUESTOR'S NAME: _____

ADDRESS: _____

PHONE #: _____ **FAX #:** _____

EMAIL ADDRESS _____

CASE NUMBER: _____

NAME OF PARTY/DEFENDANT: _____

PARTIES DATE OF BIRTH: _____

YEARS TO BE SEARCHED: _____

Please review the list of documents most often requested and check all the documents you are requesting.

CERTIFIED COPIES: YES NO (if nothing checked, the documents will not be certified by the court.)

CRIMINAL	FAMILY LAW / CIVIL / PROBATE
Criminal Background Check (form CBC-101)	Initiating Documents: Petition / Complaint
Charging Documents: Complaint/Information	Disposition: Judgment / Final Order
Disposition: Conviction/Plea/Waiver	Subsequent Order / Post Judgment Orders
Sentencing Order	Probate Letters
Docket	Entire File (Excluding CONFIDENTIAL documents)
Entire File (Excluding CONFIDENTIAL documents)	Dismissal
Dismissal / 1203.4 PC	Other:
Other:	

The court **cannot** provide copies of: Police Reports, Reporter Transcripts, Bench/Arrest Warrants, or Confidential Documents

COSTS:

- \$0.50 Copy fee, per page.
- \$40.00 Document certification fee, per document).
- \$15.00 Search request fee for any search that exceeds 10 minutes. The court will provide a letter with the court seal if no record is found.
- \$15.00 Certification of Family Law Judgments.

Please submit a separate request for each case. For example, copies of both criminal and civil records cannot be requested on the same form.