



REQUEST FOR COURT RECORDS

The following records are not available pursuant to Rule 29, Rules of the Supreme Court, and the Supreme Court Records Retention and disposition schedule: Civil Traffic Records more than one (1) year after the satisfaction of sanctions; Criminal Case Records more than five (5) years after final adjudication and/or completion of sentencing requirements; and DUI and Domestic Violence Case Records more than eight (8) years after final adjudication and/or completion of sentencing requirements.

I acknowledge and understand that a Processing Fee of seventeen dollars (\$17.00) will be charged for each records request filed on the same day (up to three (3) names or three (3) separate cases - a separate form is required for each record requested). Additional fee(s) will be assessed for copies or certification of case information. Payment is due at time of filing request.

Pursuant to Supreme Court Rule 123, confidential information will be redacted.

I REQUEST:

- View Only, Copies Only, Digital Video, Certification options with associated fees.

OF THE FOLLOWING DOCUMENT(S):

- Complaint, Notice of Appearance, Waiver of Counsel, Plea Proceedings, Judgment of Guilt, Sentence Information, MVD Abstract, Fingerprint, Other (specify)

FOR THE FOLLOWING INDIVIDUAL:

First Name, Middle Name, Last Name, Date of Birth

FOR THE FOLLOWING CASE:

Case #, Complaint #, Date of Violation, Type of Charge

These documents are for:

- Personal, non-commercial use. I am aware of the penalties for conversion to commercial use. Commercial use. I certify that these documents will be used for:

Address, City, State, Zip Code, Phone Number

Printed Name and Signature of Requestor

Documents will be held for thirty (30) days from date of completion

- Please call me at... between 8:00 am and 5:00 pm, weekdays for pickup. Please mail to me at

The Court Fee(s):

Table with 2 columns: Fee Description (Processing Fee, Copy/Copies, Certification, Digital Video Disc, TOTAL AMOUNT DUE) and Clerk/Date (Clerk Receiving request, Clerk Completing request)