

SUPERIOR COURT OF THE STATE OF CALIFORNIA  
IN AND FOR THE COUNTY OF NEVADA

<input type="checkbox"/> Nevada City Division: 201 Church St., Nevada City, CA 95959
<input type="checkbox"/> Truckee Branch: 10075 Levon Ave., Ste. 107, Truckee, CA 96161

## 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 Nevada Superior Court, leave amount blank, and note in the memo field "not to exceed \$ \_\_\_\_\_."

REQUESTOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

CASE NUMBER(S): \_\_\_\_\_  
NAME OF PARTY/DEFENDANT: \_\_\_\_\_  
DEFENDANT'S DATE OF BIRTH (CRIMINAL): \_\_\_\_\_  
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
<input type="checkbox"/> Charging Documents: Complaint/Information	<input type="checkbox"/> Initiating Documents: Petition / Complaint
<input type="checkbox"/> Disposition: Conviction/Plea/Waiver	<input type="checkbox"/> Disposition: Judgment / Final Order
<input type="checkbox"/> Sentencing Order	<input type="checkbox"/> Subsequent Order / Post Judgment Orders
<input type="checkbox"/> Docket	<input type="checkbox"/> Probate Letters
<input type="checkbox"/> Entire File (Excluding CONFIDENTIAL documents)	<input type="checkbox"/> Entire File (Excluding CONFIDENTIAL documents)
<input type="checkbox"/> Dismissal / 1203.4 PC	<input type="checkbox"/> Dismissal
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

The Court **cannot** provide copies of:

- |                       |                        |
|-----------------------|------------------------|
| Police Reports        | Reporter Transcripts   |
| Bench/Arrest Warrants | Confidential Documents |

**COSTS:**

- \$00.50 Copy fee, **per page** - GC70627(a)
- \$40.00 Document certification fee, **per document** - GC70626(a)(4)
- \$15.00 Search Request fee for any search that exceeds 10 minutes - GC70627(c)

- No record letter with seal will be provided if no record is found.

\$15.00 Certification of Family Law Judgments - GC70674(a)

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