

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, in person, or via email and must include payment in advance. If you are sending a request via email, please email info@nccourt.net.

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)
- If you need paper copies, a copy fee of \$0.50 per page will be charged
- \$15.00 Certification of Family Law Judgments - GC70674(a)

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

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.