

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

- Nevada City Courthouse: 201 Church St., Nevada City, CA 95959 – [nccounter@nccourt.net](mailto:nccounter@nccourt.net)
- Truckee Courthouse: 10075 Levon Ave., Ste. 107, Truckee, CA 96161 – [trccounter@nccourt.net](mailto:trccounter@nccourt.net)

**RECORD REQUEST**

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

Record requests must be submitted in writing in person, by mail, or via email, and must include payment in advance (See fee schedule and payment information below). If you are sending this request via email or mail, send it to the courthouse address or email listed above.

***If you want the documents mailed back to you, you must provide a self-addressed stamped envelope with enough postage to have the document returned. Otherwise, you will need to come to the courthouse to pick them up.***

**YOUR INFORMATION**

REQUESTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**CASE INFORMATION**

CASE NUMBER(S): \_\_\_\_\_

NAME OF PARTY/DEFENDANT: \_\_\_\_\_

DEFENDANT'S DATE OF BIRTH (CRIMINAL): \_\_\_\_\_

YEARS TO BE SEARCHED: \_\_\_\_\_

**CHECK BOXES BELOW FOR DOCUMENTS YOU ARE REQUESTING.**

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"/> Divorce/Legal Separation Judgment	
<input type="checkbox"/> Sentencing Order	<input type="checkbox"/> Probate Letters	
<input type="checkbox"/> Dismissal/1203.4	<input type="checkbox"/> Dismissal	
	<input type="checkbox"/> Most Recent <input type="checkbox"/> Custody / <input type="checkbox"/> Visitation / <input type="checkbox"/> Child Support / <input type="checkbox"/> Spousal Support Order	
ANY CASE TYPE		
<input type="checkbox"/> Printed Docket	<input type="checkbox"/> Entire File	<input type="checkbox"/> Dismissal
<input type="checkbox"/> Other Document(s) not listed above [ <i>specify document name and approx. file date</i> ]:		

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

The Court **cannot** provide copies of

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

**FEES:**

- \$0.50 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 exceed 10 minutes – GC70627(c)
- \$15.00 Certification of Family Law Judgments – GC70674(a)

***Please make checks payable to Nevada County Superior Court, leave amount blank, and note in the memo field "Not to exceed \$140.00". The clerk will fill in the necessary amount when the request is processed.***