# SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CRUZ

**SANTA CRUZ BRANCH**
**701 Ocean Street, Room 120**
**Santa Cruz, CA 95060**

**WATSONVILLE BRANCH**
**1 Second Street, Room 300**
**Watsonville, CA 95076**

## RESEARCH & COPY REQUEST FORM

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### REQUESTOR INFORMATION

Name: _____    Phone No.: _____

Address: _____    Cell No.: _____

☐ Pick-Up at: _____    ☐ Mail    ☐ Email Address: _____

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### RECORD SEARCH INFORMATION

| | |
|---|---|
| **CRIMINAL** | Name: _____  _____  _____<br>　　　　　First　　　　　　　　　　Middle　　　　　　　　　　　Last<br><br>Date of Birth: _____ / _____ / _____    Driver's License #: _____<br><br>AKA: _____<br><br>Years, violation, or other info: _____ |
| **CIVIL** | Plaintiff / Petitioner: _____<br><br>Defendant / Respondent: _____<br><br>Years to search: _____ |

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### COPY REQUEST

Case Name and No : _____

Case Name and No : _____

Case Name and No : _____

| **CRIMINAL** | ☐ CERTIFIED ☐ NON-CERTIFIED | **CIVIL** | ☐ CERTIFIED ☐ NON-CERTIFIED |
|---|---|---|---|
| ☐ Entire File | | ☐ Judgment / Dissolution | |
| ☐ Paper-Clipped Pages #_____ | | ☐ Entire File | |
| ☐ Standard Packet(Complaint, Plea & Disposition) | | ☐ Most Recent Support / Custody Order | |
| ☐ Immigration | | ☐ Minute Order dated: _____ | |
| ☐ State Licensing Board | | ☐ Other: _____ | |
| ☐ Other: _____ | | _____ | |

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| | | |
|---|---|---|
| ☐ Research over 10 minutes ($15.00 per search) | $ | |
| ☐ File Retrieval Fee from offsite storage ($15.00 per file) | $ | |
| ☐ Certification Fee ($25.00 per document / standard packet + Copy Fees) | $ | |
| ☐ Photocopy or Email Fee ($.50 per page)        Number of pages: | $ | |
| ☐ Comparison Certification Fee ($1.00 per page + Certification Fee)        Number of pages: | $ | |
| ☐ Postage & Handling (see postage chart) | $ | |
| ☐ Exemplified Copies ($50.00) | $ | |
| ☐ Certified Copy of Dissolution ($15.00 + Copy Fees) | $ | |
| **TOTAL** | **$** | |

| | |
|---|---|
| ☐ Check Attached #: _____   $ _____       ☐ Payment processed on: ____/_____/_____ | CLERK: |

**RECORDS SEARCH**

| ☐ ISD | ☐ MICROFICHE | ☐ FELONY LEDGERS | ☐ OLD COMPUTER |
|---|---|---|---|

NOTES:



RECORD SEARCH COMPLETED BY:

| TRACKING | POSTAGE CALCULATION | |
|---|---|---|
| | **PAGE #** | **COST** |
| Search/Copies completed on: _____ | 1 – 15 | $1.52 |
| Mailed on: _____ | 16 – 30 | $1.92 |
| Picked-up on: _____ | 31 – 45 | $2.52 |
| Notified of additional $$ due on: _____ | 46 – 60 | $2.92 |
| | 61 – 75 | $3.32 |
| Letter sent advising unable to locate case on: _____ | 76 – 90 | $5.05 |