



Superior Court of California, County of Lake
255 N. Forbes St., Lakeport CA 95453

RESEARCH AND COPY REQUEST

REQUESTOR INFORMATION:

(Tell us how to contact you regarding your request)

Name: _____ Phone No.: _____

Address: _____ Fax: _____

SEARCH COURT RECORDS:

(Designate a type of case and provide as much information as you can)

CRIMINAL

Name: _____
First Middle Last

Date of Birth: _____ / _____ / _____ Driver's License #: _____

AKA: _____

Years, charges, or other info: _____

NON-CRIMINAL

Type of Case: _____ Approximate Date Filed: _____
Divorce, Small Claims, etc.

Plaintiff / Petitioner: _____
Full Name

Defendant / Respondent: _____
Full Name

COPY REQUEST:

(Designate what type of copies you need)

Case Name: _____

Case #: _____

CERTIFIED

NON-CERTIFIED

CRIMINAL

NON-CRIMINAL

- Entire File
- Other:

- Document: (select one)
 - Register of Actions
 - Sentencing Minutes
 - Judgment

- Judgment / Dissolution
- Entire File
- Most Recent Support / Custody Order

- Minute Order dated:
- Decree
- Other:
- Register of Actions

PAYMENT INFORMATION:

(Payment is required prior to delivery of documents)

- Cash *(in-person only)* Check/Money Order # _____ *attached* Credit Card *(in-person only)*

DOCUMENT DELIVERY:

(Tell us how you want to receive your documents)

Pick up at: 255 N. Forbes St., Lakeport, CA 95453

Mail to: _____
*Must provide self-addressed envelope large enough and with enough postage to accommodate documents to be mailed.

***Fax to:** _____
**Certified Copies CANNOT be faxed.*

INTERNAL USE ONLY

Research over 10 minutes (\$15.00 per search) \$

Certification Fee (\$40.00 per document + Copy Fees) \$

Photocopy Fee (\$.50 per page) Number of pages: \$

Exemplified Copies (\$50.00 + Copy Fees) \$

Certified Copy of Dissolution (\$15.00 + Copy Fees) \$

TOTAL \$

Check # _____

Credit Card

Payment Processed on: _____ / _____ / _____

BY CLERK: _____

RECORDS SEARCH

ELECTRONIC

MICROFICHE

PAPER CASE FILES

NOTES:

REQUEST COMPLETED BY: _____

DATE: _____