

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):      TELEPHONE NUMBER:  EMAIL ADDRESS (Optional):  ATTORNEY FOR (Name):  	For more information visit:  <a href="http://www.sb-court.org" style="color: blue; text-decoration: underline;">www.sb-court.org</a>
<b>SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN BERNARDINO</b>  STREET ADDRESS:  MAILING ADDRESS:  CITY AND ZIP CODE:  BRANCH NAME:	
<b>PLAINTIFF/PETITIONER:</b>  <b>DEFENDANT/RESPONDENT:</b>	
<b>COPY REQUEST FORM</b>	CASE NUMBER:

**INSTRUCTIONS:** Please complete the form to request copies of court records. Please include as much information as possible on the form to ensure we provide the correct documents requested. The cost of each copy is \$.50 per printed side in addition to mailing costs, certification fees and research fees, if applicable. **For confidential cases**, if submitting by mail or drop box, you must include a copy of the requestor's valid photo identification. **DO NOT include Credit Card information on this request form.**

**I am requesting (check one):**

- ☐ Copies (please specify): \_\_\_\_\_
- ☐ Certified Copies (please specify): \_\_\_\_\_
- ☐ Exemplification Copies (please specify): \_\_\_\_\_
- ☐ Case Search - Name(s) to be searched:

_____	_____	_____
(First)	(Middle)	(Last)
_____	_____	_____
(First)	(Middle)	(Last)

Business name to be searched: \_\_\_\_\_

Case type:    ☐ Civil    ☐ Criminal    ☐ Small Claims    ☐ Family Law    ☐ Probate    ☐ Other: \_\_\_\_\_

Payment by check must be submitted at the time the copy request is made. Checks must be made payable to the Clerk of the Court. **IMPORTANT:** Cash or Credit/Debit cards are for in-person visits only.

**In accordance with Government Code sections 70626, 70627, 70628, 70674, and Rule of Court 10.815 fees are required as follows:**

Records Search Fee:    \$15.00 (searches longer than 10 minutes)	Exemplification Fee:    \$50.00
<b>Copy Fee:    \$0.50 per page</b>	Certified Divorce Decree:    \$15.00 per decree
Certification Fee:    \$40.00 per document	Applicable Postage Fees

- ☐ I have an active fee waiver on file (\*\*Note: Postage and mailing fees are not covered)
- ☐ Government Agency exempt from fees

**If submitting by mail or drop box, provide a self-addressed envelope with sufficient postage to mail your requested documents back to you.**