

# RECORD REQUEST FORM

Complete the following information to obtain costs of requested records and include a copy of your ID.

**You will receive a Notice of Fees via email. Please check your spam or junk mail folders.**

\*\*Note: We are NOT able to send requests to third parties for you. \*\*

**\*\*Note: Please DO NOT provide credit card information. \*\***

DATE: \_\_\_\_\_

## REQUESTOR INFO

Name of Requestor/Agency: \_\_\_\_\_

Requestor's mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail address (username@domain.com): \_\_\_\_\_

Daytime telephone number (include area code): \_\_\_\_\_

Will the requestor be using assistive technology/devices to review the data? \_\_\_\_\_

Certified research requests will be sent via U.S. Postal Service mail. All other research requests will be sent via email to the email address provided.

You will be billed for the costs of copies, searches, certifications, and mailing as applicable. You may pay with a check, certified funds, or credit card by phone with your assigned researcher once a Notice of Fees has been provided.

The Directive Concerning Assessment of Court Fees and Costs (CJD 06-01) is available on the Colorado Judicial Branch website at <https://www.coloradojudicial.gov/supreme-court>.

## REQUEST FOR RECORDS

For copies from a file or specific case information, please list the document(s) you are requesting.

Case Number(s): \_\_\_\_\_ Name of parties: \_\_\_\_\_

Documents Requested:

Will pick up in person

## OTHER INFO

If requesting a name search, please provide us with the following information:

Name(s) to be searched (first, middle, last): \_\_\_\_\_

Date of birth (mm/dd/yyyy): \_\_\_\_\_

Additional information (AKA's, approximate year to search, type of case, documents requested, etc.):

Which, if any, of these documents need to be certified?

**If a check, money order, or credit card payment is not received within 14 days, your request will become expired and need to be resubmitted. All requests are processed in the order they are received.**

**Your request may be submitted to the court by:**

**E-mail: [04ResearchRequest@judicial.state.co.us](mailto:04ResearchRequest@judicial.state.co.us)**

-OR-

**Mail: Research Department**  
El Paso County Combined Court  
Fourth Judicial District  
270 S. Tejon  
Colorado Springs, CO 80903

**Please submit your request only once in order to prevent a double processing of documents.**