

RECORD/DOCUMENT REQUEST FORM

Use this form to request court records/documents. The Clerk of Court can restrict access to court files or portions of court files by authority granted in the Colorado Revised Statutes/Rules, Supreme Court Rules, Chief Justice Directives and local administrative orders/directives. Suppressed cases, juvenile and probate records, or certain documents with protected information may require a U.S. government issued photo ID. Please allow 3-5 business days for a response.

For Court Use Only

Your Information:

Last Name: First Name:
Agency Name, if applicable:
Mailing Address:
Email: Phone Number:

Request Information: Case Number: Case Type: Year case was filed:
County/Location of Record(s): Date of Birth:
Party Information (Name(s) on case):
Other identifying case/request information:

Access to court records/documents are governed by Chief Justice Directive 05-01. **Document(s) Requested**

*Please check the document(s) you are requesting or explain on "Other"

| Family Matters (JV and DR) | Criminal Matters (CR,JD, M, T, R) | Civil Matters (C,CV, S) | Probate |
|--|---|--|--|
| <input type="checkbox"/> Divorce Decree <input type="checkbox"/> Parenting Plan <input type="checkbox"/> Separation Agreement <input type="checkbox"/> Support Order <input type="checkbox"/> Petition | <input type="checkbox"/> Complaint/Information <input type="checkbox"/> Disposition/Sentence Order <input type="checkbox"/> Protection Order <input type="checkbox"/> Ticket A complete statewide criminal history arrest record check can be obtained through CBI at https://www.cbirecordscheck.com/ | <input type="checkbox"/> Order for Judgment <input type="checkbox"/> Transcript of Judgment <input type="checkbox"/> Satisfaction of Judgment <input type="checkbox"/> Protection order | <input type="checkbox"/> Letters <input type="checkbox"/> Will <input type="checkbox"/> Trust <input type="checkbox"/> Application <input type="checkbox"/> Petition <input type="checkbox"/> Closing <input type="checkbox"/> Claims Date of Death |

Register of Action/ROA (a brief explanation of the case including but not limited to; charges, sentences and minute orders)

Requested documents/information need to be certified/exemplified.
Other

Assessment of Fees and Costs

All fees and costs are assessed pursuant to Chief Justice Directive 06-01 and are for estimation purposes only.

| | | | |
|--|---------|---|------------------|
| Copy – per page (electronic/coin) | \$00.25 | Non-Party Search Fee (Includes copy of Register of Action) | \$5.00 |
| Copy – per page (paper/court) | \$00.75 | | |
| Transcript of Judgment | \$25.00 | Research/Redaction Fee (assessed in 15 min increments after the 1 st hour) | \$30.00 per hour |
| Certificate of Satisfaction | \$20.00 | Offsite File Retrieval Fee | Varies |
| Certified Copy/Exemplified Copy (per document) | \$20.00 | | |

| Number of Pages | Amount Due (postage) <i>*prices subject to change based on USPS</i> |
|-----------------|--|
| 1-17 | \$1.00 |
| 18-34 | \$2.00 |
| 35-59 | \$3.00 |
| 60-79 | \$4.00 |
| 80-150 | \$7.00 |
| 151-1200 | \$19.00 |

COURT USE ONLY:

Deposit amount received: \$ _____ Deposit receipted into case number: _____ ID Verified: _____
 No Record Found