REQUEST FOR COURT RECORDS

BUCKEYE MUNICIPAL COURT 100 N. APACHE, Ste C-1 Buckeye, AZ 85326 fax(623)349-6511

COURT RECORDS ARE MAINTAINED PURSUANT TO RULE 29, RULES OF THE SUPREME COURT, AND THE SUPREME COURT RECORDS RETENTION AND DISPOSITION SCHEDULE

A research request fee of seventeen dollars ($17.00) will be charged for each name search up to three (3) names or three (3) cases. A separate request form is required for each name and additional fees will be assessed for copies and certification of case information. The request may take 7-10 business days to be processed.

I hereby declare the public record requested will be used solely for non-commercial purposes.

[ ] *Please check if you are a government agency (no fees are applicable)*

_____	_____	_____	_____
Name of Requestor(Please Print)	Signature of Requestor	Date of Request	Contact Phone #

I REQUEST INFORMATION FOR THE FOLLOWING INDIVIDUAL/CASE

_____	_____	_____	_____
Print First Name	Middle Name/Initial	Print Last Name	Date of Birth

I DO NOT KNOW THE CASE NUMBER. I UNDERSTAND I WILL BE CHARGED FOR EACH NAME SEARCH (UP TO (3) CASES)

_____	_____	_____
Case File Number	Citation/ Complaint Number	Type of Charge

I AM REQUESTING: _____View only _____Copies only $.50 per page _____Certification $17.00 per case _____Audio CD $17.00 per CD

I REQUEST COPIES OF THE FOLLOWING DOCUMENT(S):

Complaint/Citation _____ Warrant(s)_____ Sentencing/ Disposition Information_____

Plea Agreement/Proceedings_____ Motor Vehicle Abstract_____

Other: Please be Specific _____

SELECT ONE OF THE FOLLOWING:

_____ Please call me when records are ready for pick up. Day time phone # _____
_____ Please fax the records to: Fax # _____
_____Please mail records to the following address:_____
Please Print – Include Zip Code

FOR OFFICIAL USE ONLY

The Court Fee(s), are as follows:

Research Request Fee $17.00	(5964)	$ _____
Copies @ $.50 per page (# of copies_____)	(5942)	$ _____
Certification @ $17.00 per case #	(5940)	$ _____
CD @ $17.00 per CD	(5952)	$ _____

TOTAL AMOUNT DUE:_____

Received by _____ Date_____ Processed by _____ Date_____

REQUESTOR NOTIFIED DATE:_____ Receipted # _____