

## RECORDS AND COPY REQUESTS

In order to fill a copy request, please complete this information sheet, include a check made out to "Glenn Superior Court," (indicate in the memo section of the check "not to exceed (amount) dollars"); then mail your request, check and a self-addressed stamped envelope to:

**GLENN COUNTY SUPERIOR COURT**  
526 W. Sycamore Street  
Willows, CA 95988

*All requests are handled as quickly as possible. Please allow at least three (3) weeks. If there is an emergency situation that requires immediate attention, indicate on this form the nature of the urgency.*

*If you prefer to pick up your copies, please indicate that below:*

*Please call me when the copies are ready for pick up.*

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**Records or copy requests must be clearly printed in the sections below. If you do not know the case number, a search fee may apply:**

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

**CASE NUMBER (if known):** \_\_\_\_\_

**NAME OF PARTY(S):** \_\_\_\_\_

**DEFENDANT'S DATE OF BIRTH (for Criminal Cases):** \_\_\_\_\_

**DOCUMENT(S) NEEDED:** \_\_\_\_\_

**THE DATE THE DOCUMENT/CASE WAS FILED (or approximate time period):**  
\_\_\_\_\_

**DO YOU NEED A (check one):**

COPY ONLY (\$0.50 per page)

CERTIFIED COPY (\$0.50 per page, plus \$15 for marriage or domestic partnership dissolution record; all others \$0.50 per page, plus \$40 per document)

NAME SEARCH (additional \$15 for each search exceeding ten (10) minutes of clerk time)

**ANY OTHER INFORMATION AVAILABLE:** \_\_\_\_\_

**Staple blank check here.**

**For Court Use Only: Processing Clerk: \_\_\_\_\_ Date processed: \_\_\_\_\_**

**Copies are located: \_\_\_\_\_**