Superior Court of California
County of Santa Clara

191 North First Street
San Jose, California 95113
(408) 882-2700
HALL OF JUSTICE

RECORDS RESEARCH REQUEST Date: _____

***A $15 fee will be due if your request requires longer than 10 minutes to complete.**

Requests for files stored off-site or for a large number of files must be left with the clerk.
For files stored off-site, allow 7- 10 working days. You will be notified by phone when the files have been received. You can reach this office at (408) 808-6600.

CASE NUMBER(S)	CASE NAME	REMARKS

I UNDERSTAND THAT REMOVAL OF A COURT FILE OR ANY DOCUMENT FROM A COURT FILE CONSTITUTES A FELONY (Government Code 6201).

Requestor: _____ _____
Print Name Signature

_____ _____
Street Address, City, State Phone Number

File(s) to Requestor _____ Clerk: _____

Start time of Research Request: _____ AM /PM

Completion time of Request: _____ AM /PM Total time spent: _____

Fees due for this Request:

_____ X copies @ $ 0.50 per page= $_____

_____ X certification @ $15.00 each= $_____

_____ Excess time Fee@ $15.00= $_____

TOTAL AMOUNT DUE= $_____