

SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE

The court encourages parties to conduct their own records search through the court's Open Access system. Detailed instructions on performing a records search are available at <http://riverside.courts.ca.gov/publicaccess.shtml> or can be obtained from the clerk's office. If court staff is asked to complete the records search and the search takes more than 10 minutes, a fee of \$15 will be assessed pursuant to Government Code section 70627(c). Copy, certification, and postage fees are also applicable.

- BANNING** 135 N. Alessandro, Banning, CA 92220
- BLYTHE** 265 North Broadway, Blythe, CA 92225
- HEMET** 880 N. State St., Hemet, CA 92543
- INDIO** 46200 Oasis Street, Indio, CA 92201
- MORENO VALLEY** 13800 Heacock Ave., Bldg. D201, Moreno Valley, CA 92553
- MURRIETA** 30755-D Auld Road, Murrieta, CA 92563
- RIVERSIDE** Historic Courthouse (Civil and Probate) 4050 Main Street, Riverside, CA 92501
- RIVERSIDE** Hall of Justice (Criminal) 4100 Main Street, Riverside, CA 92501
- RIVERSIDE** Family Law 4175 Main Street, Riverside, CA 92501
- RIVERSIDE** Juvenile 9991 County Farm Road, Riverside, CA 92503
- TEMECULA** 41002 County Center Dr. #100, Temecula, CA 92591

REQUEST FOR RECORDS SEARCH AND/OR COPIES

I am requesting a search and/or copy work for the following case type:

- Unlimited Civil
- Limited Civil
- Small Claims
- Family Law
- Probate
- Criminal
- Traffic

Requesting Party: _____ Date: _____

Mailing Address: _____
(Street Address) (City) (State) (Zip Code)

Case Name/Name to be searched: _____

Date of Birth: _____ Driver's License/State Identification: _____

Years to be searched: from _____ to _____

Case/ Citation #: _____

Request for copy work: Date of filing: _____

Document: _____ Entire File

In accordance with Government Code Sections 70627 & 70633, fees are required as follows:

Record Search Fee: \$15.00 / Name searched (for each search over 10 minutes)
Copy Fee: \$.50 / Page Certification Fee: \$25.00 / Document

Applicable Postage

Check Box if you require your document to be certified.

Payment must be submitted at the time the request is made. Send a check for the amount of fees (if known) or write a check with "Not to Exceed Forty Dollars" payable to: Clerk of the Court. You may also pay by credit card with Master Card, Visa, or Discover. Include credit card information below:

Master Card Visa Discover American Express - Card Number: _____

Name on Credit Card: _____ Exp: _____ Cvs #: _____

<p>This area to be completed by court personnel only</p> <p>Receipt number: _____</p> <p>Record Search Fee: _____ x \$15.00 = _____ Total</p> <p>Copy Fee: _____ x \$.50 = _____ Total</p> <p>Certification Fee: _____ x \$25.00 = _____ Total</p> <p>Postage _____ Total Fees Due _____</p> <p>Total Fees Paid _____</p>	<p>Records Searched</p> <p>Genesis – Ind Sun</p> <p>Genesis – Riv Sun</p> <p>Microfilm</p> <p>Microfiche</p> <p>Other: _____</p>
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