

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE**

**RI-MC002**

|  |   |
|--|---|
| <p>REQUESTING PARTY (Name and Address)</p> <p>TELEPHONE NO: _____ FAX NO. (Optional): _____</p> <p>E-MAIL ADDRESS (Optional): _____</p>  | <p>Records and Copies can be accessed Online.</p> <p>For more information visit:<br/><a href="http://www.riverside.courts.ca.gov/onlinecopyrequest">www.riverside.courts.ca.gov/onlinecopyrequest</a></p> |
| <p><input type="checkbox"/> <b>BANNING</b> 311 E. Ramsey St., Banning, CA 92220</p> <p><input type="checkbox"/> <b>BLYTHE</b> 265 N. Broadway, Blythe, CA 92225</p> <p><input type="checkbox"/> <b>INDIO</b> 46-200 Oasis St., Indio, CA 92201</p> <p><input type="checkbox"/> <b>MENIFEE</b> 27401 Menifee Center Dr., Menifee, CA 92584</p> <p><input type="checkbox"/> <b>MORENO VALLEY</b> 13800 Heacock St., Ste. D201, Moreno Valley, CA 92553</p> <p><input type="checkbox"/> <b>MURRIETA</b> 30755-D Auld Rd., Ste. 1226, Murrieta, CA 92563</p> <p><input type="checkbox"/> <b>PALM SPRINGS</b> 3255 E. Tahquitz Canyon Way, Palm Springs, CA 92262</p> <p><input type="checkbox"/> <b>RIVERSIDE APPEALS</b> 4100 Main St. Riverside, CA 92501</p> <p><input type="checkbox"/> <b>RIVERSIDE CRIMINAL</b> 4100 Main St. Riverside, CA 92501</p> <p><input type="checkbox"/> <b>RIVERSIDE FAMILY LAW</b> 4175 Main St., Riverside, CA 92501</p> <p><input type="checkbox"/> <b>RIVERSIDE CIVIL &amp; PROBATE</b> 4050 Main St., Riverside, CA 92501</p> <p><input type="checkbox"/> <b>TEMECULA</b> 41002 County Center Dr., Ste. 100, Temecula, CA 92591</p> | <p>CASE OR CITATION NUMBER:<br/>(IF KNOWN)</p>  |

**REQUEST FOR RECORDS SEARCH AND/OR COPIES**

**INSTRUCTIONS:** Please complete the information below to request a record search and/or copies of court records. You will be required to pay necessary fees in advance of the records being provided to you. Please note that some cases are confidential. You must be party to a case and have valid photo identification, or have a court order, to obtain copies of confidential cases. Juvenile records are not available by mail. Please include a self-addressed, stamped envelope large enough to accommodate the requested documents. If a self-addressed, stamped envelope with sufficient postage is not provided the court will include postage fees when completing the check or posting fees to your credit card.

**PLEASE COMPLETE ALL KNOWN INFORMATION**

I am requesting a  records search  copy work.

Name(s) to be searched: \_\_\_\_\_  
(FIRST) (MIDDLE) (LAST)

\_\_\_\_\_

(FIRST) (MIDDLE) (LAST)

Date of Birth: \_\_\_\_\_ Driver's License/ID# \_\_\_\_\_

Business Name to be searched: \_\_\_\_\_

Case Type:  Unlimited Civil  Limited Civil  Small Claims  Family Law  Probate  Criminal  Traffic

Date/Year case started: \_\_\_\_\_ Date/Year case ended: \_\_\_\_\_

I am looking for:  the entire case  the documents listed below

| <b>Document(s) Requested</b> (please be as specific as possible) | <b>Date Filed</b> | <b>Certify Y/N</b> | <b>Exemplify Y/N</b> |
|--|-------------------|--------------------|----------------------|
|  |                   |                    |                      |
|  |                   |                    |                      |
|  |                   |                    |                      |
|  |                   |                    |                      |

In accordance with Government Code sections 70626, 70627, 70628, 70674, and rule 10.815 fees are required as follows:

|                           |                             |                                 |                 |
|---------------------------|-----------------------------|---------------------------------|-----------------|
| Records Search Fee:       | \$15.00 per name searched   | Copy Fees:                      | \$0.50 per page |
| Certification Fee:        | \$40.00 per document        | Off-Site File/Record Retrieval: | \$32.00         |
| Certified Divorce Decree: | \$15.00 per decree          | Applicable postage              |                 |
| Exemplification Fee:      | \$50.00 per exemplification |                                 |                 |

Checks are payable to the 'Riverside Superior Court'. If the amount owed is known, a check can be submitted with your copy request. 'Not to exceed checks', if the amount is unknown, should indicate the amount the check cannot exceed. All checks must be preprinted with the maker's name and address.

|                    |  |
|--------------------|--|
| REQUESTING PARTY : | CASE OR CITATION NUMBER: <i>(IF KNOWN)</i> |
|--------------------|--|

To pay by credit card, please complete the following:

I hereby authorize the Riverside Superior Court to charge my credit card account.  Credit Card charges should not exceed \$ \_\_\_\_\_ .

Cardholder Name: \_\_\_\_\_

Visa    MasterCard    Discover    American Express

Card #: \_\_\_\_\_      Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date: \_\_\_\_\_      Cardholder's Signature: \_\_\_\_\_

| <i>FOR COURT USE ONLY</i>                                |  |  |   |
|--|--|--|---|
| Systems Searched:  | <input type="checkbox"/> Genesis IND-SUN | <input type="checkbox"/> Genesis RIV-SUN | <input type="checkbox"/> Records Center |
|  | <input type="checkbox"/> Microfilm       | <input type="checkbox"/> Microfiche      |   |
| <input type="checkbox"/> Other:                          | _____                                    |  |   |
| Processed by:  | _____                                    |  |   |
| Records Search Fee:                                      | \$15.00 x _____                          | = \$ _____                               | Total                                   |
| Copy Fee:  | \$ 0.50 x _____                          | = \$ _____                               | Total                                   |
| Certification Fee:                                       | \$40.00 x _____                          | = \$ _____                               | Total                                   |
| Certified Divorce Decree:                                | \$15.00 x _____                          | = \$ _____                               | Total                                   |
| Exemplification Fee:                                     | \$ 50.00 x _____                         | = \$ _____                               | Total                                   |
| Off-Site File/Document Retrieval Fee:                    | \$32.00 x _____                          | = \$ _____                               | Total                                   |
| Postage:   | \$ _____                                 |  |   |
|  |  | \$ _____                                 | Total Fee Due                           |
|  |  | \$ _____                                 | Total Fees Paid                         |
| Receipt Number:  | _____                                    |  |   |
| <input type="checkbox"/> Check/Money Order               |  |  |   |
| <input type="checkbox"/> Credit Card                     |  |  |   |
| <input type="checkbox"/> Fee Waiver (filed and approved) |  |  |   |