

SUPERIOR COURT OF CALIFORNIA; COUNTY OF EL DORADO

- Dept. 7** -- 2850 Fairlane Court, Bldg. C., Placerville CA 95667 Fax: 530-626-0656
- Dept. 1 or 2** -- 495 Main Street, Placerville CA 95667 Fax: 530-622-9774
- Dept. 3 or 4** – 1354 Johnson Blvd., South Lake Tahoe CA 96150 Fax: 530-542-9102

REQUEST FOR RECORD RESEARCH AND COPIES
(for criminal records for public agencies, justice partners, general public)

Record search requests must be submitted in writing, or in person and must include payment in advance. Make checks payable to El Dorado Superior Court, leave amount blank, and note in memo field “not to exceed \$_____”.

REQUESTOR NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

Criminal cases that occurred in Placerville begin with P for Placerville, cases that occurred in Tahoe begin with an S for SLT.

CASE NUMBER(S): _____

NAME OF PARTY(S): _____

DEFENDANTS DATE OF BIRTH (for Criminal Cases): _____ FILE DATE IF KNOWN: _____

YEARS TO BE SEARCHED: _____

Please review the list of typical documents requested and check off the appropriated documents you are requesting.

CERTIFIED COPIES REQUESTED: YES or NO (please **circle one**, if not circled the documents **will not** be certified by the court, \$40 **per document** fee will be charged).

- _ Charging documents: Abstract of Judgement/Complaint/Information or Citation
- _ Disposition: Conviction/Plea/waiver
- _ Sentencing Order
- _ Docket
- _ Entire File (Excluding documents that cannot be released)
- _ Dismissal/expungement order 1203.4 PC
- _ Other:_____

The Clerk’s office cannot provide copies of: _ Police/arrest/incident reports _Transcripts _Warrants _Confidential documents

COSTS:

- \$00.50 Copy fee, **per page**- GC70627(a)
- \$40.00 Document certification fee, **per document** – GC70626(a)(4)
- \$10.00 File retrieval fee, per file. This applies for offsite files
- \$40.00 “Rush” file retrieval fee
- \$15.00 Search Request fee for any search that exceeds 10 minutes- GC70627(c) and for copies of judgments on purged cases.

(for example: \$10.00 for retrieving the file plus 20 copies (20 x \$.50 pages were copied, total amount would be \$20.00, \$40.00 court certification and 3 copies total would be \$41.50). For ease, prepare a check leave amount blank, and note in memo field “not to exceed \$_____.”

For copy request of different file types, a separate request must be mailed to each division. For example, copies of both Criminal and Civil record cannot be requested in the same letter.