

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: _____ STATE BAR NO: _____ FIRM NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ E-MAIL ADDRESS (OPTIONAL): _____ TELEPHONE NO: _____ ATTORNEY FOR (NAME): _____ FAX NO. (OPTIONAL): _____	FOR COURT USE ONLY <h2 style="margin: 0;">RECEIVED</h2> DATE: _____ CLERK OF THE COURT _____, DEPUTY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY Monterey Division 1200 Aguajito Road Monterey, California 93940	
PLAINTIFF/PETITIONER: _____ DEFENDANT/RESPONDENT: _____	
REQUEST FOR RECORD SEARCH AND COPIES	
CASE NUMBER: _____	

Please complete the information below to request a record search or copies of court records. Complete one form for each search requested. You will be required to pay the fees assessed in advance of the records being provided to you. All requests by mail must include a self-addressed stamped envelope.

NOTE: Adoptions and Paternity cases are confidential. You must be a party to the case (include a copy of a valid photo identification) or have a court order to obtain copies.

Case No. _____ Name to be searched: _____
First Middle Last

If case number is unknown provide approximate case filing time period: _____
(Years to be searched)

Document(s) Requested (Please be as specific as possible)	Certification Requested	Filing Date

Record Search Fee:	\$15.00 per name searched
Copy Fee:	\$ 0.50 per page
Certification Fee:	\$25.00 per document plus \$0.50 per page
Certification Fee for Marriage or Domestic Partnership Dissolution Record:	\$15.00 per document plus \$0.50 per page
Off-Site Retrieval Fee:	\$10.00

Make payment payable to: Monterey County Superior Court. Mail the form to Attention: Records, 1200 Aguajito Road, Monterey, CA 93940. You may also appear in person between the hours of 8:00 a.m. and 3:30 p.m.

FOR COURT USE ONLY			
Record Search Fee:	\$15.00	Total	\$ _____
Copy Fee:	\$ 0.50 x _____	Total	\$ _____
Certification Fee:	\$25.00 x _____	Total	\$ _____
Off-Site Retrieval Fee:	\$10.00	Total	\$ _____
Certification Fee for Marriage or Domestic Partnership Dissolution Record	\$15.00 x _____	Total	\$ _____
TOTAL FEE DUE			\$ _____