

COURT RECORDS

Requesting Court Case File and Adjudicative Records

Are you looking for court records or documents such as:

- divorce decrees
- criminal records
- complaints
- judgments
- traffic tickets
- information on a case

Most information is available at the clerk's office at the [court location](#) where your case or record was originally filed.

Requests to inspect and copy case file and other adjudicative records prepared for or filed or used in a court proceeding may be made at the courthouse where they are filed. There is a copying fee of \$0.50 per page, which must be paid in advance. Refer to Government Code section 70627(a), which provides: "The clerk of the court shall charge fifty cents (\$0.50) per page to cover the cost of preparing copies of any record, proceeding, or paper on file in the clerk's office."

Requesting Court Administrative Records Other than Case File and Adjudicative Records

Effective January 1, 2010, [California Rule of Court 10.500](#) set forth comprehensive access provisions applicable to administrative records maintained by state trial courts.

Please direct requests for access to administrative records maintained by the Monterey County Superior Court to:

PUBLIC INFORMATION OFFICE

Superior Court of California
County of Monterey
240 Church Street
Salinas, CA 93901
Phone: (831) 775-5400 x3020
Fax: (831) 775-5499

Mediainfo@monterey.courts.ca.gov

For your convenience – [click here to download a REQUEST FOR COURT ADMINISTRATIVE RECORDS form](#)

The Public Information Office is open 8:00 a.m. to 4:00 p.m., Monday through Friday, except legal court holidays and court closure days as noted on the [general information tab](#).

The Court will make identifiable administrative records available upon request, unless the records are exempt from disclosure under rule 10.500. Records are subject to a copying fee of \$0.10 per page (see Fee Guidelines and subdivision (e)(4) of rule 10.500), which must be paid in advance.

In addition, there may be a charge for other direct costs of duplication or production including, but not limited to, the costs incurred in retrieving requested records from a remote storage facility or archive and the costs of mailing responsive records (Refer to California Rule of Court 10.500(e)(4)(B)(ii)). You will be notified in advance of any additional fees applicable to your request.

Requests from commercial users, for a purpose that furthers the commercial trade, or profit interests of the requester or the person on whose behalf the request is being made may also be charged a fee to recover the actual costs of staff search and review time, based upon an hourly rate for salary and benefits of each employee involved (Refer to California Rule of Court 10.500(e)(4)(C)).

For additional information, the following links have been provided:

- [California Rule of Court 10.500](#)
- [Fee Guidelines](#)