ATTORNEY OR PARTY WITHOUT ATTORNEY	FOR COURT USE ONLY
NAME: STATE BAR NO: FIRM NAME: ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO: FAX NO. (OPTIONAL):	**RECEIVED** DATE:_____ TERESA A. RISI, CLERK OF THE COURT _____, DEPUTY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY ○ Salinas Division — 240 Church Street, Salinas, California 93901 ○ Monterey Division — 1200 Aguajito Road, Monterey, California 93940	
REQUEST FOR RECORD SEARCH AND COPIES	CASE NUMBER:

Please complete the information below to request a record search or copies of court records. 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.

Please allow 10 days to process your request.

Please complete all known information:

Name to be searched: _____Date of Birth: _____
First Middle Last

Driver's License: _____Filing Date: _____Disposition Date: _____

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

☐ The defendant was a juvenile at the time of the offense.

Document(s) Requested (Please be as specific as possible)	Certification Requested YES / NO

☐ Will wait ☐ Please mail (provide self-addressed stamped envelope) ☐ Please call for pick- up ☐ Please hold until _____
(Date)

Record Search Fee:	$15.00 per name searched
Copy Fee:	$ .50 per page
Certification Fee:	$25.00 per document
Off-Site Retrieval Fee:	$10.00

The Court accepts cash, checks and money orders. Make payment payable to the **Monterey County Superior Court, Attn.: Criminal Records, 240 Church Street, Salinas, CA 93901**. All checks must be preprinted with account holder's name and address. You may also appear in person between the hours of 8:00 a.m. and 3:30 p.m.

If you are unable to determine the amount due, submit a check payable to the Monterey County Superior Court with an amount stating "Not to exceed $75.00 Dollars"; this is an estimated amount for the fees due. This payment will allow the Clerk to process your request and to apply the monies to the cost of the research and any other records-related fees. The Clerk will write-in the actual amount due on the check, not exceeding the authorized amount of $75.00. If there is an overpayment a refund will be issued within 30 days after the check has posted. **PLEASE DO NOT MAIL CASH**.