

REQUEST FOR COURT ADMINISTRATIVE RECORDS*

Date:		Requestor:				
Mailing Address:				City:		
				State:		Phone:
Email:						

Document(s) Requested: (If unable to provide a document name, please provide a description of the documents you are interested in obtaining. Please be as specific as possible, including date range, or specific topics or items of interest).

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

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.

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. You will be contacted for additional information or clarification if the records are unidentifiable or exempt from disclosure.

**Use of this form is not mandatory for Court Administrative Records Requests. This form is provided for your convenience.*

