

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 RECEIVED DATE: _____ CLERK OF THE COURT _____, DEPUTY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY <input type="radio"/> Salinas Division — 240 Church Street, Salinas, California 93901 <input type="radio"/> Monterey Division — 1200 Aguajito Road, Monterey, California 939940	
PLAINTIFF/PETITIONER: _____ DEFENDANT/RESPONDENT: _____	
REQUEST FOR COURT FILE	
CASE NUMBER: _____	

The request for court files form must be submitted to the clerk. If you are requesting to view more than (3) three files, there will be a 72 hour waiting period to allow the clerk to retrieve the files. If the file is stored at an off-site location, the Clerk's Office requires 6 days to process your request. An Off-Site Retrieval Fee is \$10.00 for up to three files.

CASE #	CASE NAME/CAPTION	CLERK'S NOTES
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

I UNDERSTAND THAT REMOVAL OF A COURT FILE OR ANY DOCUMENT FROM A FILE CONSTITUTES A FELONY (GOVERNMENT CODE SECTION 6201).

For Court Use Only
All court files were delivered? _____ Yes ___ No (If the files are not available for viewing the requestor will be notified of the status of their court file request.) File(s) Delivered to Requestor on: _____ Clerk: _____ If the court files are not viewed within 72 hours of being prepared for viewing, they will be returned to filing and a new Request For Court File form must be submitted. There is a fee for off-site retrieval.