

|   |   |
|---|---|
| ATTORNEY OR PARTY WITHOUT ATTORNEY<br><br>NAME: _____ STATE BAR NO: _____<br>FIRM NAME: _____<br>ADDRESS: _____<br>CITY: _____ STATE: _____ ZIP CODE: _____<br>E-MAIL ADDRESS (OPTIONAL): _____ TELEPHONE NO: _____<br>ATTORNEY FOR (NAME): _____ FAX NO. (OPTIONAL): _____ | FOR COURT USE ONLY<br><br><b>RECEIVED</b><br><br>DATE: _____<br>CLERK OF THE COURT<br><br>_____, DEPUTY |
| <b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY</b><br>Monterey Division<br>1200 Aguajito Road<br>Monterey, California 93940  |   |
| PLAINTIFF/PETITIONER: _____<br><br>DEFENDANT/RESPONDENT: _____  |   |
| <b>REQUEST FOR COURT FILE</b>   |   |
| CASE NUMBER: _____  |   |

The request for court files form must be submitted to the clerk. If you are requesting to view more than (5) five 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 7 to 10 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. _____ | _____             | _____         |
| 13. _____ | _____             | _____         |

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

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.