



*Superior Court of California
County of San Benito*

REQUEST FOR RECORDS SEARCH AND/OR COPIES

Date Requested:	
Requested by:	
Contact Information:	

I am requesting a search and/or copies for the following:

☐ Unlimited Civil ☐ Limited Civil ☐ Small Claims ☐ Family Law ☐ Probate ☐ Criminal ☐ Traffic

Case Name or Name(s) to be searched: _____

Date of Birth: _____ Case Number(s): _____

Years to be searched: from _____ to _____

Please select the following document(s) that you would like copied:

- ☐ Entire file
- ☐ Judgment
- ☐ Complaint / Information / Petition
- ☐ Final Case Disposition Notice
- ☐ Order Admitting to Probation
- ☐ Audio Transcript of Court Proceedings: Date(s) _____
- ☐ Other, please specify: _____
- ☐ **Check this box if you request documents to be certified**

In accordance with Government Code Section 70627, 70631 & 70633, fees are required as follows

- Search fee: \$15/Name searched (for each search over 10 minutes)
- Copy fee: \$0.50/page and an additional
- Certification Fee: \$40/document
- Off-Site Records Request: \$15/Off-Site Retrieval of Records
- Recorded Proceedings: \$10 deposit fee for each audio transcript of recorded proceedings on CD

Payment must be submitted at time of request. If amount unknown write check with "Not to Exceed ____")

This area to be completed by court personnel:	Notes:
Record Search Fee: _____ x \$15.00 = \$ _____	
Copy Fee: _____ x \$0.50 = \$ _____	
Certification Fee: _____ x \$40.00 = \$ _____	
Off-Site Retrieval: _____ x \$15.00 = \$ _____	
	Processed by: _____ Clerk
	Date: _____