Superior Court of California
County of San Benito

REQUEST FOR RECORDS SEARCH AND/OR COPIES

Date Requested:	
Requested by:	
Contact Information: (email required if requesting electronic copies)	

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: _____**

450 Fourth Street ◆ Hollister, CA 95023
(831) 636-4057 ◆ FAX (831) 634-4911