



Superior Court of California  
County of San Benito

**REQUEST FOR RECORDS SEARCH AND/OR COPIES**

<b>Date Requested:</b>	
<b>Requested by:</b>	
<b>Contact Information:</b> <b>(email required if requesting electronic copies)</b>	

**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
- Records Request: \$15/Retrieval of Records
- Recorded Proceedings: \$10 deposit fee for each audio transcript on USB

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

<b>This area to be completed by court personnel:</b> Record Search Fee: _____ x \$15.00= \$ _____ Copy Fee: _____ x \$0.50 = \$ _____ Certification Fee: _____ x \$40.00= \$ _____	<b>Notes:</b>
	<b>Processed by:</b> _____ <b>Clerk</b> <b>Date:</b> _____