THE CLERK OF COURT CAN DENY ACCESS TO COURT FILES OR PORTIONS OF A COURT FILE BY AUTHORITY GRANTED IN THE COLORADO STATE STATUTES, COLORADO RULES, SUPREME COURT RULES, CHIEF JUSTICE DIRECTIVES AND LOCAL ADMINISTRATION ORDERS AND DIRECTIVES.

|  |
| --- |
| **FEES [C.R.S. 13-32-104(1)(a)]** |
| $5.00 |   | Search fee per name on current system or to initiate search (1980 to present) |
| $30.00 |   | Per hour fee (specific document search, retrieving records from storage, redaction, other time-intensive research) |
| $5.00 |   | Off-site document retrieval fee (up to 5 pages) |
| $7.50 |  | Off-site document retrieval fee (Separation Agreement, Parenting Plan, Permanent Order) |
| $10.00 |   | Off-site file retrieval fee |
| $0.75 |   | Copy fee per page from paper files  |
| $0.25 |   | Copy fee per page from e-filed cases |
| $20.00 |   | Certification, authentication, exemplification fee |
| $0.75 |   | Postage and handling fee (up to 1 oz.) |

**ALL MISDEMEANOR AND TRAFFIC CASES 20 YEARS AND OLDER HAVE BEEN DESTROYED**

**Name** (required) **Case Type** (required)

Choose an item.

**Alias (AKA, FKA OR NKA) County/location Record**

**Date of Birth or**

**[ ]**  I do not know which county/location to seek and need assistance

Click here to enter a date.

Your Information Case Number

**Name**

**Email** (required) Additional information that may aid your search

(ie arrest date, lawsuit, amount etc)

**Phone Number** (required)

**Type of Document(s) Requested**

**[ ] Adoption Decree** **[Adoption Subcategories](https://www.courts.state.co.us/Forms/SubCategory.cfm?Category=Adoption)**

**[ ] Charges**

**[ ] Divorce Decree**

**[ ] Disposition/Sentence Order**

**[ ] Name Change Decree/Order for Name Change**

**[ ] Order for Judgment**

**[ ] Parenting Plan (Photo ID required)**

**[ ] Permanent Order (Photo ID required)**

**[ ] Protection Order**

**[ ] Register of Actions**

**[ ] Satisfaction of Judgment ($20.00 fee)**

**[ ] Separation Agreement (Photo ID required)**

**[ ] Support Order**

**[ ] Transcript of Judgment ($25.00 fee)**

**[ ] Certification ($20.00 fee)**

**[ ] Other**

***Incomplete requests with missing information or photo ID (as required above) will not be processed.***

**We send the completed search information to the person requesting the information, not a third party. Consumer requests are completed in the order in which they are received. If you have a special need, please call Records (303)654-3239**

**Method of Payment/Delivery:**

[ ]  **Pay/Pick-up in Clerk’s Office** – Please submit this completed form and provide a copy of your photo identification toAdamsRecordRequest@judicial.state.co.us and a staff member will call you when it’s available for pick-up.

[ ]  **Credit Card Online** – You will receive an email with the amount to pay and instructions on how to make payment online. Please submit this completed form and provide a copy of your photo identification toAdamsRecordRequest@judicial.state.co.us Documents will be emailed unless requesting certification.

IF YOU NEED CERTIFIED COPIES COMPLETE THE RETURN ADDRESS INFORMATION BELOW.

[ ]  **Mail** - Submit this completed form and include check/money order with self-addressed stamped envelope and copy of photo identification to:

**ATTN: Records**

Adams County Justice Center

1100 Judicial Center Drive

Brighton, CO 80601

CHECK OR MONEY ORDER MUST BE Payable to Clerk of Courts.

**Return address information**

Name:

Address:

Phone: (     )

**COURT USE ONLY**

SEARCH COMPLETED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

 (SEAL)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Deputy Clerk

[ ] **NO RECORD FOUND** [ ] **ENCLOSED** [ ]  **FILES PULLED** [ ]  **EMAIL SENT**

[ ] **RESEARCH REQUEST NOT PROCESSED DUE TO NON-PAYMENT**