

Today's Date:

100 Jefferson County Parkway  
Golden CO 80401  
720-772-2570

jeffcorecordrequest@judicial.state.co.us



### **Record Request Form**

Please allow 3-5 business days to respond. The Clerk of Court can restrict access to court files or portions of court files by authority granted in the Colorado Revised Statutes/Rules, Supreme Court Rules, Chief Justice Directives and local administrative orders/directives. Suppressed cases, juvenile and probate matters, or documents with protected information will require a U.S. government issued photo ID to access.

### **Your Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### **Request Information**

\*\*\* We may not be able to locate or confirm ownership of a record when information is limited\*\*\*

Case Number: \_\_\_\_\_ Case Type: \_\_\_\_\_ Year Case Was Filed: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Party Information (Name(s) on Case): \_\_\_\_\_  
Other identifying case/request information: \_\_\_\_\_

### **Record Requested**

Family Matters (JV/DR/JA/JR)	Criminal Matters (CR, JD, M, T, R)	Civil Matters (C, CV, S)	Probate (PR/MH)
<input type="checkbox"/> Decree <input type="checkbox"/> Parenting Plan <input type="checkbox"/> Separation Agreement <input type="checkbox"/> Support Order <input type="checkbox"/> Petition  <i>Access to adoption records will require additional paperwork.</i>	<input type="checkbox"/> Complaint/Affidavit <input type="checkbox"/> Disposition/Sentence Order <input type="checkbox"/> Protection Order <input type="checkbox"/> Ticket  <i>A statewide criminal history check must be obtained through CBI.</i>	<input type="checkbox"/> Order for Judgment <input type="checkbox"/> Transcript of Judgment <input type="checkbox"/> Satisfaction of Judgment <input type="checkbox"/> Protection Order <input type="checkbox"/> Name Change Decree	<input type="checkbox"/> Letters <input type="checkbox"/> Will <input type="checkbox"/> Trust <input type="checkbox"/> Application <input type="checkbox"/> Petition <input type="checkbox"/> Closing <input type="checkbox"/> Claims <input type="checkbox"/> Reports

Miscellaneous:

- Register of Action/ROA (a brief explanation of the case including but not limited to charges, sentences, and Court minute orders)
- Other (please describe):  
\_\_\_\_\_  
\_\_\_\_\_

### **Explanation of Fees and Costs:** *I am acting on behalf of a CO State Agency (ID required)*

Copy (per page)	\$0.25	Certification or Exemplification (per document)	\$20
Transcript of Judgment	\$25	Certificate of Satisfaction	\$20
Onsite Retrieval Fee (per case/search)	\$5	Research/Redaction Fee (assessed in 15 min. increments after the 1 <sup>st</sup> hour)	\$30 dollars per hour
Offsite Retrieval Fee	\$12	Postage assessed based on current USPS rate schedule.	

\*\*\*Cost will be provided by a records representative; payment is required prior to the fulfillment of a request\*\*\*