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)
☐ Decree ☐ Parenting Plan ☐ Separation Agreement ☐ Support Order ☐ Petition *Access to adoption records will require additional paperwork.*	☐ Complaint/Affidavit ☐ Disposition/Sentence Order ☐ Protection Order ☐ Ticket *A statewide criminal history check must be obtained through CBI.*	☐ Order for Judgment ☐ Transcript of Judgment ☐ Satisfaction of Judgment ☐ Protection Order ☐ Name Change Decree	☐ Letters ☐ Will ☐ Trust ☐ Application ☐ Petition ☐ Closing ☐ Claims ☐ 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 1st 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****