

Chandler Municipal Court
***** Record Research Request Form *****

Researches take approximately 5-7 business days to complete. A.R.S. §22-404B provides that a minimum clerk fee of \$17.00 may be charged for research in locating a document and provides a \$0.50 per page copy fee, this excludes materials the Court deems confidential under Supreme Court Rule 123. The \$17.00 research fee must be paid at the time of the filing of this form.

Person Completing Form:

Name: _____ Date: _____
 Address: _____ Phone: _____

Please how you wish to receive your document(s): _____ Mail to above address
 _____ Call for pick up: PH# _____

I am requesting information of the following person:

_____ Date of Birth: _____
 Defendant's Name (include middle name if known)

_____ **I will need a status letter only, NO COPIES.** \$17.00 Research fee must be paid at the time of the filing of this form. Status letter will have the Court's seal and provides minimum case information {case number(s), violation code(s), violation description(s), final disposition, case open or closed}. Please only one of the following:

<input type="checkbox"/> All files, Criminal & Civil, case information <input type="checkbox"/> Only criminal case information <input type="checkbox"/> Only case number(s) I need the status letter for: _____

_____ **I will need certified copies.** \$17.00 Research fee must be paid at the time of the filing of this form. A copy fee of \$0.50 per page will be charged and must be paid prior to documents being released. You will be called with a total amount due for copies made. Copies of police reports must be obtained from the police department. **Amount still owed: \$ _____**

<input type="checkbox"/> I do not wish to exceed the total cost of \$ _____ for these copies. <input type="checkbox"/> I know the case number(s) of the file(s) I want copies of: _____ <input type="checkbox"/> Only open cases { <input checked="" type="checkbox"/> only one: ___ Criminal OR ___ Civil OR ___ Both} <input type="checkbox"/> All files, open & closed { <input checked="" type="checkbox"/> only one: ___ Criminal OR ___ Civil OR ___ Both} <input type="checkbox"/> Any exhibits entered into evidence if able

_____ **I will use this information for commercial purposes.** If this is marked, you must provide the Court with a verified or acknowledged statement setting forth the commercial purpose and specific use intended for the records.

!! COURT USE ONLY !! Receipt# _____ Amount Paid \$ _____ Research clerk's initials _____ Date request completed _____
