SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE

The court encourages parties to conduct their own records search through the court's Open Access system. Detailed instructions on performing a records search are available at http://riverside.courts.ca.gov/pubacc.htm or can be obtained from the clerk's office. If court staff is asked to complete the records search and the search takes more than 10 minutes, a fee of $15 will be accessed pursuant to Government Code section 70627(c). Copy, certification, and postage fees are also applicable.

☐ **BANNING** 135 N. Alessandro, Banning, CA 92220
☐ **BLYTHE** 265 North Broadway, Blythe, CA 92225
☐ **HEMET** 880 N. State St., Hemet, CA 92543
☐ **INDIO** 46200 Oasis Street, Indio, CA 92201
☐ **MORENO VALLEY** 13800 Heacock Ave., Bldg. D201, Moreno Valley, CA 92553
☐ **MURRIETA** 30755-D Auld Road, Murrieta, CA 92563
☐ **RIVERSIDE** Historic Courthouse (Civil and Probate) 4050 Main Street, Riverside, CA 92501
☐ **RIVERSIDE** Hall of Justice (Criminal) 4100 Main Street, Riverside, CA 92501
☐ **RIVERSIDE** Family Law 4175 Main Street, Riverside, CA 92501
☐ **RIVERSIDE** Juvenile 9991 County Farm Road, Riverside, CA 92503
☐ **TEMECULA** 41002 County Center Dr. #100, Temecula, CA 92591

REQUEST FOR RECORDS SEARCH AND/OR COPIES

I am requesting a search and/or copy work for the following case type:

☐Unlimited Civil ☐Limited Civil ☐Small Claims ☐Family Law ☐Probate ☐Criminal ☐Traffic

Requesting Party: _____ Date: _____

Mailing Address:_____
(Street Address) (City) (State) (Zip Code)

Case Name/Name to be searched: _____

Date of Birth:_____ Driver's License/State Identification:_____

Years to be searched: from_____ to _____

☐ Case/ ☐Citation #:_____

Request for copy work: Date of filing: _____

☐Document: _____ ☐Entire File

In accordance with Government Code Sections 70627 & 70633, fees are required as follows:
Record Search Fee: $15.00 / Name searched (for each search over 10 minutes)
Copy Fee: $ .50 / Page Certification Fee: $25.00 / Document
Applicable Postage
☐ Check Box if you require your document to be certified.

Payment must be submitted at the time the request is made. Send a check for the amount of fees (if known) or write a check with "Not to Exceed Forty Dollars" (only law firms may submit not to exceed checks) payable to: Clerk of the Court. You may also pay by credit card with Master Card, Visa, or Discover. Include credit card information below:
☐ Master Card ☐ Visa ☐ Discover ☐American Express - Card Number:_____
Name on Credit Card: _____Exp: _____ Cvs #: _____

This area to be completed by court personnel only	Records Searched
Receipt number:_____	☐ Genesis – Ind Sun
Record Search Fee:_____ x $15.00 = _____ Total	☐ Genesis – Riv Sun
Copy Fee: _____ x $ .50 = _____ Total	☐ Microfilm
Certification Fee: _____ x $25.00 = _____Total	☐ Microfiche
Postage _____ Total Fees Due _____	☐ Other _____
Total Fees Paid _____	