

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE**

**RI-MC011**

REQUESTING PARTY <i>(Name and Address)</i>  TELEPHONE NO: _____ FAX NO. <i>(Optional)</i> : _____ E-MAIL ADDRESS <i>(Optional)</i> : _____	Records and Copies can be accessed Online.  For more information visit: <a href="http://www.riverside.courts.ca.gov/onlinecopyrequest">www.riverside.courts.ca.gov/onlinecopyrequest</a>
<input type="checkbox"/> <b>BLYTHE</b> 265 N. Broadway, Blythe, CA 92225 <input type="checkbox"/> <b>HEMET</b> 880 N. State St., Hemet, CA 92543 <input type="checkbox"/> <b>INDIO</b> 46-200 Oasis St., Indio, CA 92201 <input type="checkbox"/> <b>MURRIETA</b> 30755-D Auld Rd., Ste. 1226, Murrieta, CA 92563 <input type="checkbox"/> <b>PALM SPRINGS</b> 3255 E. Tahquitz Canyon Way, Palm Springs, CA 92262 <input type="checkbox"/> <b>RIVERSIDE FAMILY LAW</b> 4175 Main St., Riverside, CA 92501 <input type="checkbox"/> <b>RIVERSIDE CIVIL/PROBATE</b> 4050 Main St., Riverside, CA 92501 <input type="checkbox"/> <b>TEMECULA</b> 41002 County Center Dr., Ste. 100, Temecula, CA 92591	CASE NUMBER: _____

**REQUEST FOR CERTIFIED COPIES (CIVIL, FAMILY LAW & PROBATE)**

**INSTRUCTIONS:** Please complete the information below to request certified copies of court records. You will be required to pay necessary fees in advance of the copies being provided to you. Please note that some cases are confidential. You must be party to a case and have valid photo identification, or have a court order, to obtain copies of confidential cases. The court will include the appropriate postage fees when completing the request to return the documents to the requestor.

**PLEASE COMPLETE ALL KNOWN INFORMATION**

I am requesting a Certified Copy.

Name(s) of Case or Person:

\_\_\_\_\_ (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_ (LAST)

Requestor's Address to Return Copies To: \_\_\_\_\_  
 \_\_\_\_\_

Case Type:       Civil       Family Law       Probate

Date/Year case started: \_\_\_\_\_ Date/Year case ended: \_\_\_\_\_

I am requesting:     the entire case     the documents listed below

Document(s) Requested <i>(please be as specific as possible)</i>	Date Filed/ Pages	Certify Y/N	Exemplify Y/N

In accordance with Government Code sections 70626, 70627, 70628, 70674, and rule 10.815 fees are required as follows:

Records Search Fee:      \$15.00 per name searched	Copy Fees:                      \$0.50 per page
Certification Fee:        \$40.00 per document	Off-Site File/Record Retrieval:    \$32.00
Certified Divorce Decree:    \$15.00 per decree	Applicable postage
Exemplification Fee:        \$50.00 per exemplification	

Payment authorization is to the 'Riverside Superior Court'. If the amount owed is known, you are authorizing the court to charge your account. 'Not to exceed requests': if the amount is unknown, the requestor should indicate the amount the request cannot exceed in the notes section of eSubmit before submitting.

REQUESTING PARTY: _____	CASE NUMBER: _____
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*FOR COURT USE ONLY*

Systems Searched:     Micro film/ Records Center     eCourt  
 Other: \_\_\_\_\_

Processed by: \_\_\_\_\_

Records Search Fee:	\$15.00 x _____	= \$ _____	Total
Copy Fee:	\$ 0.50 x _____	= \$ _____	Total
Certification Fee:	\$40.00 x _____	= \$ _____	Total
Certified Divorce Decree:	\$15.00 x _____	= \$ _____	Total
Exemplification Fee:	\$ 50.00 x _____	= \$ _____	Total
Off-Site File/Document Retrieval Fee:	\$32.00 x _____	= \$ _____	Total
Postage:	\$ _____		
		\$ _____	Total Fee Due
		\$ _____	Total Fees Paid

Receipt Number: \_\_\_\_\_

- Check/Money Order
- Credit Card
- Fee Waiver (filed and approved)