

SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE

RI-MC011

REQUESTING PARTY (Name and Address) TELEPHONE NO: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____	Records and Copies can be accessed Online. For more information visit: www.riverside.courts.ca.gov/onlinecopyrequest
<input type="checkbox"/> BANNING 311 E. Ramsey St., Banning, CA 92220 <input type="checkbox"/> BLYTHE 265 N. Broadway, Blythe, CA 92225 <input type="checkbox"/> CORONA 505 S. Buena Vista Ave. #201, Corona, CA 92282 <input type="checkbox"/> INDIO 46-200 Oasis St., Indio, CA 92201 <input type="checkbox"/> MENIFEE 27401 Menifee Cener Dr., Menifee, CA 92584 <input type="checkbox"/> MORENO VALLEY 13800 Heacock St. Bld. D#201, Moreno Valley, CA 92553 <input type="checkbox"/> MURRIETA 30755-D Auld Rd., Ste. 1226, Murrieta, CA 92563 <input type="checkbox"/> PALM SPRINGS 3255 E. Tahquitz Canyon Way, Palm Springs, CA 92262 <input type="checkbox"/> RIVERSIDE HALL OF JUSTICE 4100 Main St., Riverside, CA 92501 <input type="checkbox"/> RIVERSIDE FAMILY LAW 4175 Main St., Riverside, CA 92501 <input type="checkbox"/> RIVERSIDE CIVIL/PROBATE 4050 Main St., Riverside, CA 92501	CASE NUMBER: _____

REQUEST FOR CERTIFIED COPIES (CIVIL, CRIMINAL, FAMILY LAW, PROBATE, TRAFFIC)

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 Mailing Address to Return Copies To:

_____ (STREET ADDRESS)

_____ (CITY) _____ (STATE) _____ (ZIP CODE)

Case Type: Civil Criminal Family Law Probate Traffic

Date/Year case started: _____ Date/Year case ended: _____

I am requesting: the entire case the documents listed below

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

REQUESTING PARTY:	CASE NUMBER:
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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.

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)