

Gilbert Municipal Court

55 East Civic Center Drive, Suite 101 Gilbert, Arizona 85296 Voice (480) 635-7800 Court Services Fax (480) 635-7815

Records Request

Please complete this form and provide as much information as possible to ensure that we provide you with accurate information. Use only one request form per defendant.

ndant Name:	Date of Birth:
e Number(s):	
plaint Number(s):	
ation(s):	
ation Date(s):	
******Please clearly mark what type of record	
Request for violation history search, disposition (\$17.00 fee per request for non-certified, \$34.00 fee	• • • • • • • • • • • • • • • • • • • •
Request for audio CD duplication of court procee	edings (\$17.00 per CD)
Request for copies of actual file documents only	(\$17.00 fee + .50 pp) (Specify below)
Request for certified copies (\$34.00 certification	fee + .50 pp) (Specify below)
[_] Complaint, [_] Notice of Appearance, [_] Wa	aiver of Counsel, [] Pleadings
[_] Judgment of Guilt, [_] Sentencing Order, [_]	MVD Abstract, [_] Fingerprint
[_] Name/Address, [_] Other – Specify	
ested by:	IMPORTANT! Choose an option.
ng Address:	I will pick up at the service counter. You must leave a phone number
hone Number:	You must provide a complete address
	plaint Number(s):

Note: Fees must be paid prior to the release of any records. The Gilbert Municipal Court works diligently to complete records requests within three business days of receiving your request, but achieving that goal is not always possible. A.R.S. 22-404B provides that a minimum clerk fee of \$17.00 be charged for research in locating a document or for duplication of an audio record. A.R.S. 22-404B also provides for a per page fee of \$0.50 for copies of any documents. All fees must be paid before the requested records will be released. Pursuant to Supreme Court guidelines criminal records more than 5 years old and civil traffic records more than 1 year old may not be available. Requests not picked up within 7 calendar days shall be destroyed with no refunds.

For Court Use Only	Please Note:
Completed by: on .	There is a minimum fee of \$17.00 for each records inquiry /request as well as a \$0.50 per page copy fee. Payment is
onipiciod by:	by cash, check or money order only
Total due:	Older records may not be available for copying.