

EL MIRAGE CITY COURT

14010 N. El Mirage Rd., Ste. C, El Mirage, AZ 85335

PHONE 623-815-2186; FAX 623-815-3466; TDD 623-933-3258; www.elmirageaz.gov/court

RECORDS REQUEST FORM

Court records are maintained pursuant to Rule 29 of the Arizona Supreme Court, and the Arizona Supreme Court Records Retention and Disposition Schedule.

A research and request fee of seventeen dollars (\$17.00) will be charged for each name search, up to three (3) names or three (3) cases. A separate request form is required for each name and additional fees will be assessed for copies and certification of case information. Records requests will be processed within three (3) court business days. **Return completed form to ElMirageCommunications@courts.az.gov.**

Defendant's / Party's Information:

First Name Middle Name Last Name Date of Birth

Case Number Citation/Complaint Number Type of Charge

☐ Check this box if you do not know the case number; you will be charged (\$17.00) for each name search, up to three (3) cases.

Requestor's Information:

First Name Middle Name Last Name (_____) Phone Number

Type of request:

- ☐ Copies Only (\$0.50 per page) ☐ Certification (\$17.00 per case + \$0.50 per page) ☐ Audio (\$25.00 per CD)
- ☐ Check this box to declare the public records request will be used solely for non-commercial purposes.
- ☐ Check this box if this is a government agency request (no fees apply).

Records requested:

- ☐ Complaint / Citation ☐ Warrant ☐ Sentencing / Disposition Information
- ☐ Plea Agreement ☐ Motor Vehicle Abstract ☐ Other _____

Preferred delivery (certified records cannot be emailed or faxed):

- ☐ Pick-up; please provide your phone number: (_____) _____
- ☐ Mail; please provide your mailing address: Street _____ City _____
State _____ Zip Code _____
- ☐ Email; please provide your email address: _____ @ _____
- ☐ Fax; please provide your fax number: (_____) _____

Court Use Only

Received By: _____ Date: _____ Prepared By: _____ Date: _____

Total Due: \$ _____ Delivered By: _____ Date: _____