



CIVIL RECORDS REQUEST FORM (REV MAY/2021)

SECTION 1: CONTACT INFORMATION REQUIRED

Requestor must fill out this section

Name: _____ Agency (if applicable): _____
Mailing Address: _____ Phone Number: _____
Date of Request: _____

SECTION 2: CASE INFORMATION

Fill out this section regarding case information for research

Civil Family Probate Small Claims

Case #: _____ - _____ - _____ Year Petition/Complaint Filed: _____ County Where Filed _____

Name of Party 1: _____ Name of Party 2: _____
(Person who Filed Case) (Person Filed Against)

Restricted Unlawful Detainer/Eviction (*only*):

Property Address _____

Name/Gender Change (*only*):

Birth Name: _____ New Name: _____ Date: _____

Naturalization Records exist from 1906-1957:

Name: _____ D.O.B.: _____ Origin County: _____

SECTION 3: PHOTOCOPIES/CERTIFICATION/AUDIO RECORDINGS

Please check/list the items requesting

- Certified Divorce Decree: \$15 **plus** \$0.50 per page Certification/Clerk's Certificate: \$40 **plus** \$0.50 per page
 Exemplification: \$50 **plus** \$0.50 per page Plain Copies ***Example**: Certified Divorce: \$15 **plus** 2-pages = \$16*
 Audio Recording - \$25 per CD - Dept. #: _____ Date: _____ Other: _____

Date: _____ **Short Title of Document(s)** _____ **Photocopies: \$0.50 per page**

No. of Pages: _____
Certification Fee: _____
Total Cost: _____

Check here if using page 2 or attachment for additional space

COURT USE ONLY

Date _____	Clerk's Initials _____	Payment Type:
Judgment Book and Page Number _____	Pick-up by: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Exempt
		<input type="checkbox"/> Fee Waiver <input type="checkbox"/> Check <input type="checkbox"/> No Fee



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Additional Documents Request:

Total No. of Pages: _____

Additional Cost: _____

REQUEST SUBMITTAL (may be done in person or via mail)

Mail/In Person: **San Francisco Superior Court**
400 McAllister Street, Room 103
San Francisco, CA 94102
Attention: Research

In Person payment: Cash, Check, Credit Card
Mailed payment accepted: Check ONLY

***All Mail Requests must include self-addressed stamped envelope**

CHECK INSTRUCTIONS

- Make payable to "San Francisco Superior Court"
- Check must include Requestor's Name and Address
- Include "NOT TO EXCEED \$100" in memo line.
- Leave the dollar amount blank and the Court will determine the final cost.
- If request exceeds \$100, staff will contact the requesting party for additional payment.
- Requests paid by check are held for fifteen (15) business days before records are released.

John Smith
123 Main St.
San Francisco CA 94102
DATE 01/01/2000
1025
PAY TO THE ORDER OF: San Francisco Superior Court \$
DOLLARS
MEMO: Not to Exceed \$100.00
John Smith
1025

OTHER IMPORTANT INFORMATION

- Divorce records are ONLY available in the Filing party's county of residence at the time of filing.
- A fee of \$15 will be charged for searching records or files, for each search longer than 10 minutes.
- Requests will NOT be processed without pre-payment.
- If balance is due at pick up, payment must be made prior to release of records.
- Incomplete requests will NOT be processed.
- Failure to reach you at the number provided may result in additional processing delays and or fees.
- Files ordered from Warehouse will be returned without any notification after 5 business days of files being ready, files will be returned without notifying you. Any subsequent requests, will be treated as a new request, and are subject to additional fees.
- Fee Waivers expire 60 days after final judgment, dismissal or any other document the Court deems final disposition. Fee Waivers do NOT apply to JAVS audio recording.
- Requests for Marriage, Birth and or Death Certificates are NOT available at the Court. Contact the County Clerk (415)554-4950
- If you need a Court Reporter Transcript, please call (415)551-3778 or email transcriptrequests@sftc.org.
You must include the date of the proceedings, the Department and the Court Reporter's name in your request.

GOVERNMENT AGENCIES ONLY

- Must provide agency badge as proof of official acting in official capacity and submit a business card with request.
- Government agencies from another state or third parties acting on behalf of government agencies must pay.
- Any request more than five pages require additional processing time. Staff will contact when ready for pickup.