

SUPERIOR COURT OF CALIFORNIA
 COUNTY OF SAN FRANCISCO
 400 McAllister Street, San Francisco, CA 94102
 Hours: 8:30 a.m. – 4:00 p.m. Closed for lunch noon-1 p.m.
 Website: <https://sf.courts.ca.gov/divisions/civil-division/civil-records>



CIVIL RECORDS REQUEST FORM (REV MAY/2025)

Additional Documents Request:

<u>Date:</u>	<u>Short Title of Document(s)</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total No. of Pages: _____

Additional Cost: _____

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

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

In Person payment: Cash, Check, Money Order, Credit Card
 (MasterCard or Visa)

Mailed payment accepted: Check or Money Order

***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.



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 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 an FTR audio or transcript, please visit app.fortherecord.com
 - 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.