

SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN FRANCISCO

850 Bryant Street Room 101, San Francisco, CA 94103
Phone: 415-551-0651 Website: sf.courts.ca.gov



CRIMINAL RECORDS REQUEST FORM

(PLEASE SUBMIT ONE RECORDS REQUEST PER COURT NUMBER)

1. CONTACT INFORMATION

Name: _____ Agency (if applicable): _____

Mailing Address: _____

Email: _____ Phone Number: _____

2. REQUEST INFORMATION

Defendant's Name: _____ Alias: _____

Case Number: _____ Citation Number: _____

Search Warrant Number: _____ Date of Arrest: _____

DOB: _____ Additional Info: _____

3. DOCUMENT REQUESTED

Certified Copy

Plain Copy

Complaint

INS/USCIS

Disposition

Audio Recording - Date: _____ Dept: _____

Abstract of Judgment/Commitment

Court Minutes - Date: _____ Dept: _____

Other: _____

4. DELIVERY (Check One)

Call when available

Mail *must provide self-addressed stamped envelope

5. Request to View Docket in Person Only

View Only *warehouse retrieval fee may apply

COURT USE ONLY

<input type="checkbox"/> Certification \$40	Received By / Date:
<input type="checkbox"/> Copy Fee: \$0.50 x _____ pages = \$_____	
<input type="checkbox"/> Audio Recording \$25 x _____ cases = \$_____	Completed By / Date:
<input type="checkbox"/> Standard Warehouse Retrieval \$6	
<input type="checkbox"/> Searching Records or Files \$15 (GC 70627 (c) – For each search longer than 10 minutes)	
POSTAGE \$ _____	
Prepaid Amount \$ _____	
GRAND TOTAL \$ _____	
TOTAL BALANCE DUE \$ _____	

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Criminal Requests	Traffic Requests
<p>San Francisco Superior Court 850 Bryant Street, Room 101 ATTN: Records Clerk San Francisco, CA 94103 Phone: 415-551-0651 Hours: Monday – Friday, 8:30 AM – 4:00 PM (Closed 12:00pm-1:00pm) In Person Payment Accepted: Cash, Check, Visa, MC In Person Deposits: Cash, Check Mailed Payment Accepted: Check *Mailed request must also include self-addressed stamped envelope</p>	<p>San Francisco Superior Court 850 Bryant Street, Room 145 ATTN: Traffic Department San Francisco, CA 94103 Phone: 415-551-8550 Hours: Monday – Friday, 8:30 AM – 4:00 PM (Closed 12:00pm-1:00pm) In Person Payment Accepted: Cash, Check, Visa, MC In Person Deposits: Cash, Check Mailed Payment Accepted: Check *Mailed request must also include self-addressed stamped envelope</p>

CHECK INSTRUCTIONS

- Make payable to “San Francisco Superior Court”
- Include “NOT TO EXCEED \$50” in memo line
- If request exceeds \$50, staff will contact requestor for additional payment.



OTHER IMPORTANT INFORMATION

- **Incomplete requests will not be processed.**
- Payment in full is due when requestor picks up records..
- If you do not have a case number, you must obtain a RAP sheet before submitting your Criminal records request. RAP sheets can be obtained through the San Francisco Police Department, Identification Bureau, Hall of Justice, Room 475 415-553-1415.
- 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

- Requests may be submitted via Fax (415) 551-8085.
- Postage will be added for the return of copies or for the court’s written response to the request.
- Records Request form with the balance due listed is the invoice to be paid.
- Submit *Balance Due* with invoice to the following:
Superior Court Fiscal Office at
400 McAllister Street, Room 205,
San Francisco, CA 94102
- For any questions on payments please contact AP@sftc.org or 415-551-5715.