



CIVIL RECORDS REQUEST FORM (REV MAY / 2025)

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

***Example:** Certified Divorce: \$15 **plus** 2-pages = \$16*

if applicable:

Audio Recording: app.fortherecord.com

☐ Search: \$15 \$ _____

☐ Certified Divorce Decree: \$15 **plus** \$0.50 per page **Date:** _____

☐ Warehouse Retrieval: \$6 \$ _____

☐ Certification/Clerk's Certificate: \$40 **plus** \$0.50 per page

☐ Exemplification: \$50 **plus** \$0.50 per page

☐ Plain Copies \$0.50 per page

No. of Pages: _____ X \$0.50 = \$ _____

Date: _____ **Short Title of Document(s)**

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

Please be advised that your request make take up to 30-45 days. Incomplete requests will not be processed.

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>



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Additional Documents Request:

Date:

Short Title of Document(s)

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.

A sample check from John Smith, 123 Main St., San Francisco, CA 94102, dated 01/01/2000. The check is payable to "San Francisco Superior Court" for \$1025. The memo line contains the text "Not to Exceed \$100.00". The check is signed by John Smith. The check number is 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 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.