

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF EL DORADO**

- Dept. 1, 2, or 7 – 495 Main Street, Placerville CA 95667, Fax: 530-622-9774  
 Dept. 3 or 4 – 1354 Johnson Blvd., South Lake Tahoe CA 96150, Fax: 530-542-9102

**REQUEST FOR RECORD RESEARCH AND COPIES  
(for criminal records for public agencies, justice partners, general public)**

**Record search requests must be submitted in writing, or in person and must include payment in advance. Make checks payable to El Dorado Superior Court, leave amount blank, and note in memo field “not to exceed \$\_\_\_\_\_”**

Requestor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Name Of Party(s): \_\_\_\_\_

Defendants Date of Birth (For Criminal Cases): \_\_\_\_\_

File Date (If known): \_\_\_\_\_ Years to Be Searched: \_\_\_\_\_

**Please review the list of typical documents requested and check off the documents you are requesting.  
Note: The Clerk's office cannot provide copies of: Police/arrest/incident reports, Transcripts, Warrants, or Confidential documents**

**Certified Copies Requested:**  YES  NO (if yes, a \$40.00 fee will be charged per document)

- Charging documents: Abstract of Judgement/Complaint/Information or Citation
- Disposition: Conviction/Plea/waiver
- Sentencing Order
- Register of Actions
- Entire File (Excluding documents that cannot be released)
- Dismissal order 1203.4 PC
- Other: \_\_\_\_\_

**COSTS:**

\$00.50 Copy fee, **per page**- GC70627(a)

\$40.00 Document certification fee, **per document** – GC70626(a)(4)

\$10.00 File retrieval fee, per file. This applies for offsite files.

\$40.00 “Rush” file retrieval fee

\$15.00 Search Request fee for any search that exceeds 10 minutes.

**For copy request of different file types, a separate request must be mailed to each division. For example, copies of both Criminal and Civil records cannot be requested with the same form.**