

REQUEST FOR DUPLICATION OF COURT FILES OR RECORDS

What type or document are you requesting? (circle one) Administrative / Case File / Recording

Copy fees are \$.15 per page. Certified copies are \$5.00 per page. Recordings are \$10.00 per hearing. Payment of fees are required prior to the release of records. Prepayment is required for the duplication of recordings. You will be contacted by the court as soon as records are ready for pick up.

Commonly requested documents are listed below. Please identify the document(s) you are requesting.

Documents are not identified by the words (all, everything, paperwork, filings) you must identify a specific type of document.

- Complaint/Citation/Information
- Judgment/Sentence Form
- No Contact Order
- Plea Form
- Minute Order from _____
- Docket
- Other _____

Do you need Certified Copies? (circle one) YES / NO Certified copies are \$5.00 per page.

Record/Document Identification

To identify the correct Case File document we must have one of the following combinations.

- Full Name, Case type or offense, Date
- Name and Clallam County Case number

Name: _____ Case: _____

Date: _____ Case Number(s): _____

Recording Identification

To identify the correct hearing we must have a case number or name and date of the hearing.

Case Number/Name _____ Date _____

Requestor's Information

If additional information is required to identify the record you are requesting, or the records you have requested are ready, the following information is required for the court to contact you.

Name: _____ Agency (if applicable): _____

Telephone #: _____ E-mail Address _____

Mailing Address: _____
City State Zip

Signature of requestor: _____

Date Requested: _____ Requester Contacted: _____ Fees: _____ Receipt #: _____