

# Douglas County District Court

## REQUEST FOR ACCESS TO COURT FILES OR RECORDS

WHAT DOCUMENTS WOULD YOU LIKE? *Copy fees are \$0.50 per page or emailed copy fee of \$0.25 per page.*

DO YOU NEED CERTIFIED COPIES?      YES      NO \$5.00 *first page, \$1 each additional page*

Complaint/Citation/Information    Judgment/Sentence Form    No Contact Order  

Stipulated Order for Continuance    AH or DV Petition/Order    Electronic Docket

Other (specify) \_\_\_\_\_

After fees have been paid, copies may be picked up at the court during regular business hours from 9 a.m. to 4 p.m.

If you cannot pick up your documents, please indicate your preferred delivery method:      Mail      Fax      E-mail

**RECORD/DOCUMENT INFORMATION** *\*Must have one of the following combinations: 1) Name and date of birth of a party (the defendant in a criminal matter); 2) Name and Washington driver's license number of a party (the defendant in a criminal matter); 3) Case number. Other helpful information is the type of charge and date of violation.*

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

Date of birth: \_\_\_\_\_

Defendant's Driver's License Number / State: \_\_\_\_\_

Case Number(s) (or) Type of Charge (or) Date of violation: \_\_\_\_\_

### **REQUESTOR'S INFORMATION**

Name: \_\_\_\_\_ Agency (if applicable): \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address \_\_\_\_\_

**If documents are not claimed within 30 days, reapplication and prepayment will be required including previous fee(s).**

Signature of requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Use Only: Date Requestor Advised: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_