



Superior Court of California, County of Sacramento

Criminal Records Unit

720 9th Street, Room 101, Sacramento, CA 95814-1302

Telephone (916) 874 – 5664, (916) 874 –8881, www.saccourt.ca.gov

Local Criminal Records Copy Request

Requestor Name: _____

Address: _____

City, State, Zip Code _____

Telephone: _____ **Email:** _____

I request copies of the following:

Case Number(s) _____

Defendant Name(s) _____ **Date of Birth:** _____

Copy Fees:	Non-Certified (Plain)	\$0.50 per page
	Certified	\$40.00 per case plus \$0.50 per page

- Copy type requested:** Non-Certified (Plain) Certified
- Document type requested:** Complaint Information Verdict
- Disposition Judgment and Sentencing Abstract of Judgment
- Probation information Minute Orders
- Other:

Instructions:

Complete and mail this form along payment to the address listed at the top of this notice. Be sure to include the following:

- **For non-certified copies**, include a check, money order, or credit card authorization (CR-500B) with text “NOT TO EXCEED \$35.00” noted in the memo field, which will cover the initial cost of the copies per case.
- **For certified copies**, include a check, money order, or credit card authorization (CR-500B) with text “NOT TO EXCEED \$50.00” noted in the memo field field, which will cover the initial cost of the copies per case.
- **Do not send cash.**
- A self-addressed stamped envelope of sufficient size to contain the copies that will be returned to you.