

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): TELEPHONE NUMBER: EMAIL ADDRESS (Optional): ATTORNEY FOR (Name):	Records and copies can be accessed online. For more information visit: www.sb-court.org/divisions/civil-general-information/court-case-information-and-document-sales
SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN BERNARDINO STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	
COPY REQUEST FORM	CASE NUMBER:

INSTRUCTIONS: Please complete this form to obtain copies of court records. Please be sure to include the following information if possible: name of document & date filed. The cost of each copy is \$.50 per printed side in addition to mailing costs, certification fees and research fees, if applicable. **For confidential cases, you must be a party to the case and a copy of valid photo identification must be provided with this request.** Copy requests can be submitted either by mail, in-person or drop box. If submitting by mail or drop box, provide a self-addressed stamped envelope with sufficient postage to mail your requested documents back to you. If a self-addressed envelope is not provided, the court will include postage fees with your form of payment when processing your request.

I am requesting (check one):

- Copies (please specify): _____
- Certified Copies (please specify): _____
- Case Search - Name(s) to be searched:

_____	_____	_____
(First)	(Middle)	(Last)
_____	_____	_____
(First)	(Middle)	(Last)

Business name to be searched: _____

Case type: Unlimited Civil Limited Civil Small Claims Family Law Probate Criminal Traffic

Payment must be submitted at the time the copy request is made. Checks must be made payable to the Clerk of the Court for applicable amount of fees (if known) or indicate 'not to exceed' a specified dollar amount if the total amount is unknown.

In accordance with Government Code sections 70626, 70627m, 70628, 70674, and rule 10.815 fees are required as follows:

Records Search Fee: \$15.00 (searches longer than 10 minutes)	Exemplification Fee: \$50.00
Copy fee: \$0.50 per page	Certified Divorce Decree: \$15.00 per decree
Certification Fee: \$40.00 per document	Applicable Postage Fees

I have an active fee waiver on file (**Note: Postage and mailing fees are not covered)

Government Agency exempt from fees