## SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CRUZ

SANTA CRUZ BRANCH 701 Ocean Street Santa Cruz, CA 95060



WATSONVILLE BRANCH 1 Second Street Watsonville, CA 95076

## **RESEARCH AND COPY REQUEST FORM**

REQUESTOR INFORMATION:							
(Tell us how to contact you regarding your request)							
Name:		Phone No	.:				
Address:			Email:				
SEARCH COURT RECORDS:							
(Designate a type of case and provide as much information as you can)							
CRIMINAL	Name: First  Date of Birth: / /  AKA:  Years, violation, or other info:	Middle Driver's Licenso		Last			
CIVIL  FAMILY	Plaintiff / Petitioner:  Defendant / Respondent:  Years to search:						
COPY REQUEST:  (Designate what type of copies you need)							
Case Name:							
	_	ERTIFIED					
CRIMINAL CIVIL & FAMILY							
☐ Entire File ☐ Standard Pa Plea & Dispo ☐ Other:	Letter: (select on Case History Case History Conviction Find the Paid in Full (Case Disposed Provide date	listory Probation) Sition (must	re File  t Recent Support / Custody Order	Decree			
PAYMENT INFORMATION:							
(Payment is required prior to delivery of documents)							
Check # attached Credit Card – Complete page 3 (processing fee applies)							

DOCUMENT DELIVERY									
( Tell us how you want to receive your documents)									
Pick up at									
Mail to: _									
*Email to: *Cert	: tified Copies CA	NNOT he	emailed						
Cer	ineu copies ca	INTO DE	emaneu.						
				FOR	INTERNA	AL USE ONLY			
	Research over 10 minutes (\$15.00 per search)							\$	
	Certification Fee (\$40.00 per document + Copy Fees)							\$	
	Photocopy or Email Fee (\$.50 per page) Number of pages:						\$		
	Comparison Co	ertification	n Fee (\$1.00 per pag	ge + Certifica	ation Fee)	Number of pages:		\$	
	Postage & Han	dling							
	1-15	pages	\$1.52	16-30	pages	\$1.92			
	31-4	5 pages	\$2.52	46-60	pages	\$2.92			
	61-7	5 pages	\$3.32	76-90	pages	\$5.05		\$	
	Exemplified Copies (\$50.00 + Copy Fees)							\$	
	☐ Certified Copy of Dissolution (\$15.00 + Copy Fees) \$								
	Criminal Standard Packet (\$47.00) includes certification, copies and mailing						\$		
							TOTAL	\$	
	Check #		Credit Card		Payment	processed on: /		BY CLERK:	
RECORDS SEARCH									
	COMPUTER		☐ MICROFICH	E		FELONY LEDGERS	□ OLD	COMPUTER	
NOTES	:								
DEOLUCC	COMPLETED S	٧.				DATE:			
KEQUES	COMPLETED B	Y:				DATE:			

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## **ONE-TIME CREDIT CARD PAYMENT AUTHORIZATION**

Sign and complete this form to authorize the Superior Court of Santa Cruz County to make a one-time debit to your credit card as listed below.

By signing this form, you give the Court permission to debit your account for the amount indicated on or after the indicated date plus a transaction processing fee (approx.1.99% subject to periodic rate change). This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

\*This form may be used for copy and research requests and payment of filing fees in non-criminal cases. It will not be accepted for payment of criminal or traffic fines.

Please complete the information below:	
I hereby authorize the Superior Court of S	Santa Cruz County to charge my credit card
(full name)	
account indicated below for plus the court's transaction proce (dollar amount or NTE amount)	essing fee (approx. 1.99% subject to periodic
rate change) on or after	
(date) This payment is for	
(Include case number and/or reason for payment)	•
Billing Address	Phone#
City, State, Zip Email	
Credit Card Type: Visa MasterCard Discover	
Cardholder Name	
Credit Card Number	
Expiration Date	
CVV Number	
I hereby authorize the Superior Court of Santa Cruz County to charge the credi the terms outlined above. This payment authorization is for the case and/o indicated above, and is valid for one-time use only. I certify that I am an autho the payment with my credit card company; so long as the transaction correspond	r a service described above and only for the amount orized user of this credit card and that I will not dispute
SIGNATURE	DATE
☐ Authorization received over the telephone by	, deputy clerk