

**JEROME MUNICIPAL COURT
PO BOX 335/600 CLARK ST
JEROME, AZ 86331**

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COURT RECORDS REQUEST

DATE: _____ **DEFENDANT'S NAME:** _____

CASE#: _____

Record Search Record Copies Certified Copies

Person Requesting: _____

Agency Requesting: _____

If the record(s) is/are to be used for commercial purposes, please specify the purpose:

Case Information: Explain type of record search or list specific documents (be specific)

Select Option:

- To be picked up Phone: _____ - _____ - _____
- Mail to Requestor Address: _____
City: _____ State: _____ Zip _____
- Fax to Requestor Fax #: _____
- Email to address _____

PLEASE ALLOW UP TO 5 BUSINESS DAYS TO LOCATE AND COPY DOCUMENT(S)

Official Use Only

Completed by: _____ Date: _____

Locate fee: \$17.00 per case

Duplication fee: \$17.00 per case

Certification fee: \$17.00 per case

Total copies (.50/page) # of pages x _____ \$ _____

Duplication of audio tape: \$2.00 per tape: \$ _____ (plus research fee)

Total due: \$ _____

Documents will not be processed until paid in full. Call Court for total. You may pay via jeromepayments.com (5% fee) or mail check or money order to the PO Box above.