

Tolleson Municipal Court • 8350 W. Van Buren Street • Tolleson, AZ 85353 • (623) 474-4975
REQUEST FOR COURT RECORD

Amount required for each name request) and additional fee(s) will be assessed for certification of case information.

<input type="checkbox"/> View only (No Fee. View at court from 8 am – 5 pm, Monday–Friday.)	<input type="checkbox"/> Copies only (\$17 research fee)	<input type="checkbox"/> Court Abstract (\$10 fee + \$17 certification fee)	<input type="checkbox"/> Audio CDs (\$17 per CD fee) (order of protection and traffic hearings, not available after six months of final adjudication (ACJA 4-302)
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Of the Following Document(s):

<input type="checkbox"/> Complaint	<input type="checkbox"/> Notice of Appearance of Counsel	<input type="checkbox"/> Judgment of Guilt	<input type="checkbox"/> MVD Abstract
<input type="checkbox"/> Plea Proceedings	<input type="checkbox"/> Judgment and Order form	<input type="checkbox"/> Sentence Information	<input type="checkbox"/> Fingerprint
<input type="checkbox"/> Waiver of Counsel	<input type="checkbox"/> Final Disposition/Compliance Letter	<input type="checkbox"/> Other (specify) _____	

For the Following Individual:

First Name _____ / _____ / _____ XXX-XX- _____
 Middle Name _____ Last Name _____ Date of Birth _____
 Last 4 digits of SSN _____

Address _____ City _____ State _____ Zip Code _____

For the Following Case:

Case # _____ Complaint # _____ Date of Incident _____ / _____ / _____ Charge _____

Requestor:

Name of Requestor _____ Requestor's Mailing Address, including city, state and zip _____

My relationship to this individual is: _____

Please call me at _____ between 8 am and 5 pm weekdays for pickup.
 Please fax information to me at _____
 Please mail to me at _____

Please note: This request will not be processed without the following information:

This request is personal non-commercial use. I am aware that undeclared commercial use is prohibited.
 This request is for a commercial purpose.* I certify that the specific commercial use of these documents is:

*A.R.S. § 39-121.03 – “Commercial purpose” means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record. It does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body.

I, _____, being first duly sworn, state that the request is only for the purpose(s) set forth above, and acknowledge and understand that commercial use, solicitation or the unauthorized re-dissemination of any documents obtained from this request is strictly prohibited by law. I certify that the foregoing information is true to the best of my knowledge and belief. I understand payment is required upon submission of this request.

Signature of Requestor _____ Date _____

STATE OF ARIZONA _____)
) ss. Subscribed and sworn before me this _____ day of _____, 20_____.
 COUNTY OF MARICOPA _____)

Notary Public in and for the State of Arizona

(affix notary seal here)

FOR COURT USE ONLY

Research/Minimum Clerk Fee @ \$17.00 per request	\$ _____	Clerk initials receiving request	Date _____
Court Abstract with Certification @ \$27.00	\$ _____	Clerk initials completing request	Date _____
Audio CD-R Disk @ \$17.00	\$ _____		
Other _____	\$ _____		
TOTAL AMOUNT DUE	\$ _____		

NOTE: Most requests will be processed within 5-7 business days, but some may take longer depending on the complexity. A court representative will inform you when your documents are available. Documents will be held for 30 days from date of completion.