



CIVIL RECORDS REQUEST FORM (REV 8/1/2020)

SECTION 1: CONTACT INFORMATION REQUIRED

Requestor must fill out this section

Name: _____ Agency (if applicable): _____

Mailing Address: _____ Phone Number: _____

SECTION 2: CASE INFORMATION

Fill out this section if you have a case number

Civil Family Probate Small Claims

Case #: _____ - _____ - _____ Year Petition/Complaint Filed: _____

Name of Party 1: _____ Name of Party 2: _____
(Person who Filed Case) (Person Filed Against)

Restricted Unlawful Detainer/Eviction (only):

Property Address _____

SECTION 3: CASE SEARCH

Fill out this section if you DO NOT have a case number

Type of Case: _____ County Where Filed: _____ Year: _____

Name of Party 1: _____ Name of Party 2: _____
(Person who Filed Case) (Person Filed Against)

Name/Gender Change (only):

Birth Name: _____ New Name: _____ Date: _____

Naturalization Records exist from 1906-1957:

Name: _____ D.O.B.: _____ Origin County: _____

SECTION 4: PHOTOCOPIES/CERTIFICATION

Please check/list the items requesting

Certified Divorce Decree: \$15 **plus** \$0.50 per page Certification/Clerk's Certificate: \$40 **plus** \$0.50 per page

Exemplification: \$50 **plus** \$0.50 per page Plain Copies ***Example:** Certified Divorce: \$15 **plus** 2-pages = \$16*

Date: _____ **Short Title of Document(s)** _____ **Photocopies: \$0.50 per page**

_____ **No. of Pages:** _____

_____ **Certification Fee:** _____

_____ **Total Cost:** _____

Check here if using page 2 or attachment for additional space

COURT USE ONLY

Date	Clerk's Initials	Payment Type: Cash Credit Card Exempt Fee Waiver Check No Fee
------	------------------	--



CIVIL RECORDS REQUEST FORM (REV 8/1/2020)

Additional Documents Request:

Total No. of Pages: _____

Additional Cost: _____

REQUEST SUBMITTAL (may be done in person or via mail)

Mail/In Person: **San Francisco Superior Court**
400 McAllister Street, Room 103
San Francisco, CA 94102
Attention: Research

In Person payment: Cash, Check, Credit Card
Mailed payment accepted: Check ONLY

***All Mail Requests must include self-addressed stamped envelope**

CHECK INSTRUCTIONS

- Make payable to "San Francisco Superior Court"
- Check must include Requestor's Name and Address
- Include "NOT TO EXCEED \$100" in memo line.
- Leave the dollar amount blank and the Court will determine the final cost.
- If request exceeds \$100, staff will contact the requesting party for additional payment.
- Requests paid by check are held for fifteen (15) business days before records are released.

John Smith
123 Main St.
San Francisco CA 94102
DATE 01/01/2000
1025
PAY TO THE ORDER OF San Francisco Superior Court \$
DOLLARS
MEMO Not to Exceed \$100.00
John Smith
1025

OTHER IMPORTANT INFORMATION

- Divorce records are ONLY available in the Filing party's county of residence at the time of filing.
 - A fee of \$15 will be charged for a search when no case number is provided.
 - Requests will NOT be processed without pre-payment.
 - If balance is due at pick up, payment must be made prior to release of records.
 - Incomplete requests will NOT be processed.
 - Failure to reach you at the number provided may result in additional processing delays and or fees.
 - Files ordered from Warehouse will be returned without any notification after 5 business days of files being ready, files will be returned without notifying you. Any subsequent requests, will be treated as a new request, and are subject to additional fees.
 - Fee Waivers expire 60 days after final judgment, dismissal or any other document the Court deems final disposition. Fee Waivers do **NOT** apply to JAVS audio recording.
 - Requests for Marriage, Birth and or Death Certificates are NOT available at the Court. Contact the County Clerk (415)554-4950
 - If you need a Court Reporter Transcript, please call (415)551-3778 or email transcriptrequests@sftc.org.
- You must include the date of the proceedings, the Department and the Court Reporter's name in your request.

GOVERNMENT AGENCIES ONLY

- Must provide agency badge as proof of official acting in official capacity.
- Government agencies from another state or third parties acting on behalf of government agencies must pay.
- Any request more than five pages require additional processing time. Staff will contact when ready for pickup.