



## CIVIL RECORDS REQUEST FORM

### 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*

Plain Copy: \$0.50 per page/per side; please add number of pages/cost to item(s) requesting below.

Certified: \$40  Exemplification: \$50  Clerk's Certificate \$40  Certified Divorce Decree: \$15

**Date:** \_\_\_\_\_ **Short Title of Document(s)** \_\_\_\_\_

\_\_\_\_\_ **Total No. of Pages** \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ **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
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### 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  
ATTN: Research  
San Francisco, CA 94102

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

\*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 \$50" in memo line.
- Leave the dollar amount blank and the Court will determine the final cost.
- If request exceeds \$50, staff will contact the requesting party for additional payment.
- Requests paid by check are held for fifteen (15) business days before records are released.

A sample check from John Smith, 123 Main St., San Francisco, CA 94102, dated 01/01/2000. The check is payable to the San Francisco Superior Court for \$1025. The memo line contains the handwritten text "Not to exceed \$50". The check is signed by John Smith. The check number is 1025.

### OTHER IMPORTANT INFORMATION

- Divorce records are ONLY available in the county of residence at the time of filing.
- 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.
- If you do not come within 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.
- 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](mailto: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.