

SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN FRANCISCO

400 McAllister Street, San Francisco, CA 94102

Phone: 415-551-4000 | Website: <https://sfsuperiorcourt.org>



CIVIL RECORDS REQUEST FORM

SECTION 1: CONTACT INFORMATION REQUIRED

Requestor must fill out this section

Name: _____ Agency (if applicable): _____

Mailing Address: _____

Primary Number: _____ Secondary Number: _____

SECTION 2: CASE INFORMATION

Fill out this section if you have a case number

Civil

Family

Probate

Small Claims

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

Name of Party 1: _____ Name of Party 2: _____
(Person who filed the 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 the case) *(Person filed against)*

Name/Gender Change (only):

Birth Name: _____ New Name: _____ Date: _____

Naturalization Records exist from 1906-1957:

Name: _____ Date of Birth: _____ Origin: _____

SECTION 4: PHOTOCOPIES/CERTIFICATION
Please check and list the items being requested

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

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

Date	Short Title of Documents	Number of Pages

Total Number of Pages: _____

Total Cost: _____

Check here if using an attachment for additional space

FOR COURT USE ONLY

Date:	Clerk's Initials:	Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Exempt <input type="checkbox"/> Fee Waiver <input type="checkbox"/> Check <input type="checkbox"/> No Fee
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REQUEST SUBMITTAL (May be done In-Person or By Mail)

San Francisco Superior Court

Attn: Research

400 McAllister Street, Room 103
San Francisco, CA 94102

In Person payment: Cash, Check, Credit Card

By Mail payment: 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.***

The image shows a check with the following details:
- Payer: John Smith, 123 Main St, San Francisco CA 94102
- Date: 01/01/2000
- Payee: San Francisco Superior Court
- Amount: \$1025
- Memo: Not to exceed \$50
- Signature: John Smith
- MICR line: :0000000000: :0000000000: 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.
- ***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.