**SECTION 1: CONTACT INFORMATION REQUIRED**

***Requestor must fill out this section***

Name: Agency (if applicable): \_\_\_\_\_ \_\_\_\_ \_\_ \_\_ \_\_\_

Mailing Address: \_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_I Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 2: CASE INFORMATION**

***Fill out this section regarding case information for research***

 Civil  Family  Probate  Small Claims

Case #: \_\_\_ \_\_\_ \_\_ - \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ Year Petition/Complaint Filed: \_\_\_\_\_\_\_\_\_ County Where Filed \_\_\_\_\_\_\_\_\_

Name of Party 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Party 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***(Person who Filed Case) (Person Filed Against)***

 Restricted Unlawful Detainer/Eviction (*only*):

Property Address \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Gender Change (only*):*

Birth Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Naturalization Records exist from 1906-1957:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Origin County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 3: PHOTOCOPIES/CERTIFICATION/AUDIO RECORDINGS**

***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*\*

 Audio Recording - $25 per CD – Dept. #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***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*

|  |  |  |
| --- | --- | --- |
| Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Judgment Book and Page Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Clerk’s Initials \_\_\_\_\_\_\_\_\_\_\_\_Pick-up by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Payment Type: ⎕Cash ⎕Credit Card ⎕Exempt ⎕Fee Waiver ⎕Check ⎕No Fee |

**COURT USE ONLY**

**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.

**Not to Exceed $100.00**

* Requests paid by check are held for fifteen (15)

business days before records are released.

**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 searching records or files, for each search longer than 10 minutes.**
* 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 and submit a business card with request.
* 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.