



APPENDIX B ACCESS TO COURT RECORDS REQUEST GILA COUNTY JUSTICE COURTS

In order to better serve all of our customers, only ten case files per customer are allowed at any one time. Please read and complete the entire form:

Your Name _____ GENERAL PUBLIC _____ GOVT AGENCY _____ COMMERCIAL _____

Address _____ AGENCY / FIRM REPRESENTED _____ Phone Number _____

To the custodian of records of: _____
Name of Justice Court _____

I am making a request to Inspect or Reproduce the following record(s): (Indicate case number or litigant name)	FEES Retrieve files or automated record search: \$24.00 1-10 files for commercial user (other fees may apply) 2-10 files for non-commercial user Copy fees or docket printout: \$0.50 per page Certification: \$24.00 per document			
CASE NUMBER	LITIGANT NAME	DOCUMENT REQUEST	# OF COPIES OF EACH DOCUMENT	<input checked="" type="checkbox"/> CERTIFY

Pursuant to Supreme Court Rule 123, I certify that the record(s) are requested for (check one):

- c **Non-Commercial Purpose only** – If your request is for non-commercial purposes, please read the WARNING box and proceed to the signature line.
- c **Commercial Purpose** defined as “the use of 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 such public record for the purpose solicitation or the sale of such 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 such public records.” Commercial Purpose does not mean the use of a public record as evidence or as research for evidence in an action in a judicial or quasi-judicial body of this state or a political subdivision of this state.

I certify that the purpose for which I will use the information obtained from this records request is:

! Warning: A person who obtains public records for a commercial purpose without indicating the commercial purpose or who obtains a public record for a non-commercial purpose and uses or knowingly allows the uses of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney’s fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.

c **DISCLAIMER:** I understand and agree that Gila County Justice Courts does not guarantee the accuracy of the data and information requested and disclaims any responsibility for the accuracy or inaccuracy of said data. I agree not to hold Gila County Justice Courts liable for any inaccurate or incomplete information I receive. I accept full responsibility for the use or transmission of the data received in it actual or altered form

Date: _____ Requester Signature: _____

GLOBE REGIONAL JUSTICE COURT

COPIES OF RECORDS

Obtaining copies of records by mail or in-person:

Address: Records requests
 Globe Regional Justice Court
 1400 E. Ash. St.
 Globe, AZ 85501

1. You must complete the Access to Court Records Request Form.
2. Send payment of \$24.00 for search and retrieval of the file(s).
 - Note: the Court only keeps two years of records on site. **To obtain files older than two years requires an additional \$24.00 fee for off-site retrieval.**
3. Only certain criminal records over five years old are available.
4. A per page copy fee of \$0.50.

Please include in your request:

- The case number
- The names of the parties at the time the case was filed
- The specific documents you want to receive
- The filing date or year filed
- The number of pages of the document to copies, if known
- Your e-mail address or day-time phone number so we may contact you if any questions.
-

NOTE: If you do not have the above information, it may be necessary to assess a \$24.00 fee for each year to be researched and for each name researched.