



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

720 NINTH STREET ~ CIVIL RECORDS ROOM 102

SACRAMENTO, CA 95814-1380

(916) 874 - 5522 WWW.SACCOURT.CA.GOV

REQUEST FOR COPIES OF CIVIL RECORDS

Copy fees are as follows:

Standard Copy	\$.50 per page
Certifications	\$40.00 per certification + \$.50 per page
Exemplified Copy	\$50.00 per exemplification + \$.50 per page

Pursuant to Government Code Sections 70627 and 70633, All FEDERAL and government agencies within CALIFORNIA are exempt from copy fees. All city, county or state agencies **outside of California** shall be charged fees for regular copies and certified copies.

When specifying records include title of document(s) and date of filing, if known.

CASE NUMBER : _____ CASE NAME: _____

DATE: _____ REQUESTING PARTY: _____

Copies – Specify title of document(s) and date of filing, if known

Certified Copies – Specify title of document(s) and date of filing, if known.

Exemplified Copies – Specify title of document(s) and date of filing, if known.

Hold records for pick up/review.

Mail records to the following address:

Payment must be submitted at the time the request is made. Checks must be payable to the Clerk of the Court for the amount of fees (if known) or indicate in the note section “not to exceed” a specified dollar amount.

A \$15.00 fee is imposed for any search for records or files by court staff which exceeds 10 minutes.

Fees enclosed

Government Agency Exempt from fees

Cases filed before November 2007 are kept at an off-site retention facility and take approximately 10 business days to be delivered to the main courthouse. This request will be processed within 5 business days of the file arriving from the records retention facility.