

CIRCUIT COURT RECORDS
251 B Street West
PO Box 670
Vale, Oregon 97918
(541) 473-5171

If you wish to inspect public records or if you are requesting copies of public records please complete the form below.

If you are requesting to inspect or examine the records, such inspection must be done in the office of the custodian of records; and during regular business hours.

We will respond to your request as soon as practicable and without delay.

The Statutory fee for making copies is \$.25 per page. A double-sided document counts as 2 separate pages.

You may also request records and make arrangements for payments by emailing your request to:
mal.records.requests@ojd.state.or.us

If your request is not specific enough for us to easily identify and locate the records you want or is very broad (and therefore costly), we may call or write you for more information or clarification so that we can keep your cost and our cost reasonable.

REQUEST FOR RECORDS

DATE OF REQUEST: _____

REQUESTING PARTY: _____

ADDRESS & PHONE # _____

Email address: _____

CASE NUMBER: _____

CASE NAME: _____

APPROXIMATE DATE CASE FILED: _____

INFORMATION REQUESTED: _____

_____ Please mail the requested document to the address above.

_____ I will pick up the requested document.

_____ Other _____

_____ Email address _____

STATEMENT OF COSTS

COPIES: _____

Certification _____

Other: _____

TOTAL DUE: _____

PLEASE MAKE CHECK/MONEY ORDER PAYABLE TO: STATE COURT RECORDS