

File/Copy Request

Date of Request: _____

Clerk initials _____

Name(s) to Search: _____ Subject's Date of Birth: _____

Case Number and/or approx. year filed: _____

Subject Matter (Case/Doc/hearing type, e.g., Crim. Judgment): _____

Approx. Date Document filed or Hearing held: _____

- | | | |
|---|---|---|
| <input type="checkbox"/> Regular Copies | <input type="checkbox"/> Certified Copies | <input type="checkbox"/> Inspect file in person and select documents |
| <input type="checkbox"/> Hard Copies | <input type="checkbox"/> Emailed Copies | <input type="checkbox"/> Entire file <input type="checkbox"/> Audio CD of Hearing |

Name/Company of Person Requesting documents: _____

Send to (Email & Mailing Address): _____

Daytime Phone: _____ (Note: We cannot return long distance calls; please include email for long-distance communication.)

Additional Information (e.g., note if only specific docs certified, others not; # copies of each, special requests):

Postage and/or Self-Addressed stamped envelope needed for all requests for documents mailed to party.

Please send a copy of this form with check or money order.

| | |
|--|-----------------------|
| Certification: \$5.00 per document plus per page copy cost | CD's: \$10.00 per CD |
| Copies: \$0.25 per page | Shipping: Actual Cost |

| | | |
|------------------------|-------------------------|-------------------------|
| Number of Pages: _____ | Copy Fee: \$ _____ | Make checks payable to: |
| | Postage Fee: \$ _____ | STATE COURTS |
| | Certification: \$ _____ | Mailing Address is: |
| | CD: \$ _____ | PO Box 1307 |
| | | Pendleton, OR 97801 |
| | Total Due: \$ _____ | |

We accept **Visa** or **Mastercard** via phone:

Pendleton Phone: 541.278.0341 ext. 237 **Hermiston** Phone: 541.667.3022 **Morrow County** Phone: 541.676.5264

Pendleton Civil Case Fax Request: 541.276.2780

Pendleton Criminal Case Fax Request: 541.276.9030

Hermiston Fax Requests: 541.667.3169

Morrow County Fax Requests: 541.676.9902