6TH JUDICIAL DISTRICT OF THE STATE OF OREGON
FOR UMATILLA AND MORROW COUNTIES

216 SE 4th Street, Pendleton OR 97801 541-278-0341
915 SE Columbia Drive, Hermiston OR 97838 541-667-3020
100 Court Street / PO Box 609, Heppner OR 97836 541-676-5264

PUBLIC RECORDS REQUEST FORM

Date of Request: _____ Quoted Cost (Clerk to add): $_____

NOTE: Payment must be received in full before copies will be made/sent. For a quote, please submit the attached with a valid email address or local phone number to the above address or by email to: Records.Request.6th.District@ojd.state.or.us. Requests may take 2 - 4 weeks to process.

Requestor's Contact Information:

Name:			
Address:			
Phone: (Clerks will not call long-distance):			
Email:			

File/Case Information:

Names to Search:		Date of Birth:	Date of Death:
Case Numbers and/or Year Case filed			

Documents Requested (include document title or any other identifying information such as date so we can properly identify the documents you need):

☐ Entire Case file (all documents) ☐ Starting or Charging Documents (Complaint, Indictment)
☐ Plea Petition ☐ General Judgment ☐ Supplemental Judgments
☐ Regular Copies ☐ Certified Copies ☐ Exemplified Copies
☐ OTHER documents or info, e.g., if only specific documents required Certified/Exemplified, indicate which. (Please describe other documents, approximate date document filed, etc.):

☐ Audio Recording of Hearing or Trial (include as much hearing information as known):

Case #	Hrg Date	Court Room	Start Time	End Time	Event #

Payment Options: ☐ Cash ☐ Check or Money Order payable to: State Courts
☐ Visa ☐ Mastercard (Credit payment can be taken by phone)

Costs: (If mailed, actual postage costs apply unless stamped, self-addressed envelope provided).

Format of Records	Per Printed Page (or per Compact Disk)	Email Delivery
Scanned File (PDF)	$0.25 per page + actual postage costs	No per page fee; $3.00 per case
From Microfilm	$0.45 per page + actual postage costs	$0.45 per page
Facsimile (send or receive)	$2 for 1st page; $1 per each additional page	N/A
Audio Recording	On CD: $10 per case + $2 postage to mail	$9 per case
Additional costs:	$5 per certified document; $10 per exemplified document	