Yamhill Circuit Court – Court Records Request

(See the most current Fee Schedule for costs)

I request: ❑ Documents ❑ Audio Proceedings ❑ Documents and Audio Proceedings

***Note**: If you are requesting documents, please identify the document title or other identifying information in the space below, such as date of Order or Judgment.*

Case Number: _____ One case number per request _____

Case Name: _____

Hearing Date(s): _____ Judge: _____ Room #: _____

Names of Documents you are requesting: _____

_____

Documents are to be: ❑ Certified ❑ Exemplified ❑ Sent to email below ❑ Mail to address below

Email Address: _____

Mail Address: _____

_____

City, State Zip

❑ **Payment Method 1** - Credit Card: *The "quickest" process*

My Visa/Discover/Master Card number: _____

Credit Card Expiration Date: _____ 3 Digit Security Code: _____

Exact Name on Card: _____

❑ I authorize credit card payment: Printed Name: _____

Signature: _____

Billing Address for Card: _____

❑ **Payment Method 2** - Personal Check

My personal check for $ _____ is enclosed. More than $5.00 overpayment will be refunded.

❑ **Payment Method 3** – Notify me of the amount due, my telephone number is provided below.

Date:_____ Print Requestor Name: _____

Telephone #: _____ Signature: _____

Mail requests to: Yamhill Circuit Court, 535 NE Fifth St., McMinnville, OR 97128 or

e-mail request to: yamcopyrequest@ojd.state.or.us

Processing may take up to two weeks. Records to be picked up will be available for 30 days after notification.

The section below to be completed by Yamhill Circuit Court Staff

	Case file document(s) @	$		each	$	
	Certification(s) @	$		each	$	
	Exemplification(s) @	$		each	$	
	DVD(s) or CDs @	$		each	$	
	Electronically @	$		each	$	
	First faxed page @	$		then _____ subsequent pages @ $ _____	$	

Mailing costs 1-25 pages $2.00 * 26-200 pages $5.00 * over 200 – actual postage costs

Shipping Cost: $ _____

TOTAL COST: $ _____

Requestor was notified of the amount due on: _____

Requestor was notified of records to be picked up on: _____ Staff Initials: _____