

Multnomah County Court Records:
1200 SW 1st Avenue, Room 03315, Portland, Oregon 97204

RECORDS REQUEST FORM

Name: _____

Email: _____

Contact Phone Number: _____

Type of Case (Criminal/
Family/Civil/Etc.); Year(s)
Filed: _____

Name of Party to be
Searched: _____

Case Number (if known): _____

Date of Birth of person (if criminal case) _____

Document(s) you are Requesting:

Include the document title or any other identifying information, such as the date of the Judgment or Order.

_____	Number of Copies _____	Certified? <input type="checkbox"/>	Exemplified? <input type="checkbox"/>
_____	Number of Copies _____	Certified? <input type="checkbox"/>	Exemplified? <input type="checkbox"/>
_____	Number of Copies _____	Certified? <input type="checkbox"/>	Exemplified? <input type="checkbox"/>
_____	Number of Copies _____	Certified? <input type="checkbox"/>	Exemplified? <input type="checkbox"/>

Costs for Copies:

Copy Fee:	\$0.25 per page
Certification Fee:	\$5.00 per pleading
Exemplification Fee:	\$10.00 per exemplification/case
Electronic Record Emailed:	\$3.00 per electronic document/case (not certified/exemplified)

Delivery Method (circle one): **Mail** **Email** **In-Court Pickup**

**certified/exemplified documents must be mailed or picked up.*

Please print and send form to the records department for processing.

**Please allow 5 judicial days for an acknowledgment or possible completion of your request. Please allow up to 10 days after acknowledgment for completion of your request.*