



SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALPINE

14777 STATE ROUTE 89 | PO BOX 518

MARKLEEVILLE CA 96120

P: (530) 694-2113 | F: (530) 694-2119

www.alpine.courts.ca.gov

COURT RECORDS SEARCH AND / OR COPY REQUEST

REQUESTER INFORMATION

(How can the court contact you regarding your request.)

Name:

Phone:

Mailing Address:

Fax:

☐ CA GOV § 70633(c): Requester is an officer/ employee acting on behalf of a municipality or county in the state, state government, or federal government.

SEARCH COURT RECORDS

(Please provide as much information as you can.)

Name:

Date of Birth:

Aka(s):

Driver's License #:

Aka(s):

Years to search:

Other Information:

Case Type(s): ☐ Criminal (M/F) ☐ Civil ☐ Family Law ☐ Probate ☐ Small Claims ☐ Traffic (Infractions)

The Court will search back 10 years unless otherwise specified

REQUEST COPIES OF COURT RECORDS

(Tell the court what types of documents you need.)

Case Number(s):

(If you do not know the court case number, you must pay for and request a search. Fill out the above.)

Record Certification: ☐ Certified ☐ Non-Certified ☐ Exemplified

Types of Court
Records:

☐ Register of Actions/ Case Summary

☐ Most Recent Custody/ Support Order

☐ Judgment/ Dissolution

☐ Complaint, Pleas & Disposition

☐ Decree

☐ Entire File

☐ Minute Order(s) dated: _____

☐ Other: _____

Copies will be mailed back if the requester encloses a self-addressed, stamped envelope with their request. If no return envelope is included, postage and mailing fees will apply. Certified records must be mailed.

FEES

Records related fees can be found on page 13 of the current California Statewide Fee Schedule. The fee schedule is available online at: <https://courts.ca.gov/news-reference/reports-publications/civil-fees>.

PAYMENT

(Please attach payment to your request or note prepayment below)

Personal checks or money orders are acceptable forms of payment. Checks or money orders shall be made payable to: Alpine County Superior Court. You may issue a check made payable to Alpine County Superior Court, "not to exceed" a specified amount. Please note our office does not accept cash unless you are paying in person at the courthouse. Payment by credit card or electronic check may be made through the court's third-party vendor ACI Payments Inc. at www.alpine.courts.ca.gov using the generic search docket of "T234567".

Include confirmation number here if paying online: _____

RESPONSE

Requests are typically processed within two weeks. If your request requires court records to be retrieved from the court's off-site storage facility, there will be an additional two-week processing time.