

# **MARIN COUNTY SUPERIOR COURT - RECORDS REQUEST**

**Want to view your documents without submitting a records request and skip the wait time?**

**View your case documents online with ePortal:**

<https://www.marin.courts.ca.gov/online-services/ecourt-online-portal>

If there are fees required to fulfill your records request, please submit them with this request.

Certifying a copy of paper, record, or proceeding on file: **\$40.00** [GC 70626(a)(4)]

Certificate for which fee is not otherwise fixed; includes lis pendens: **\$40.00** [GC 70626(a)(8)]

Preparing a copy of any record, proceeding or paper on file (per page): **\$0.50** [GC 70627(a)]

Comparison of a copy with an original on file (per page): **\$1.00** [GC 70627(b)]

Exemplification of record or other paper on file: **\$50.00** [GC 70628]

Search for estate documents, for each search longer than 10 minutes: **\$15.00** [GC 70661]

Document authenticated pursuant to court order (per signature): **\$15.00** [GC 70629]

Certified copy of marriage or domestic partnership dissolution record: **\$15.00** (If requested by public agency: \$10.00) [GC 70674]

Searching records or files, for each search longer than 10 minutes: **\$15.00** [GC 70627(c)]

Clerk's declaration fee: **\$40.00** [GC 70626(a)(4)]

**You can view all fees associated with records requests here: <https://www.courts.ca.gov/7646.htm>.**

Please note that if your case type is confidential, only parties to the case have access to those documents. If you are requesting copies of confidential documents, you must submit a notarized copy of your driver's license, passport, or identification card.

**If your request lacks the required information in this form, your records request may not be fulfilled. Please pay close attention to each question and provide as much detailed information as you can.**

## **1) Do you know the case number(s) for your records request?**

*i.e. FL0000246, CV0001234, PR0000789*

## **2) Please provide the case type:**

Family Law/Support

Adoption

Mental Health

Small Claims

Juvenile

Civil Unlimited/Limited

Criminal

Probate

Traffic

I don't know.

## **3) What is the name of your case?**

*i.e. John Doe vs. Jane Doe*

## **4) Do you know the names of any of the case parties?**

*i.e. Plaintiff is John Doe, Defendant is Jane Doe.*

**5) Please select what type of records request this is:**

- I would like a copy of one document.
- I would like a copy of several documents.
- I would like a copy of all documents in a case.
- I would like a copy of all documents in several cases.
- This is a research request only, I do not need copies.

**6) Please specify the documents of which you are requesting copies:**

*Please include as much information as possible so we can properly identify the documents you are requesting.*

***For example: Declaration filed by Plaintiff John Doe on June 4th, 2022.***

**7) Do you need any certified copies? If so, please specify which documents you need certified:**

*Please note that there will be a fee for certifying documents, in addition to the fees per page copied.*

**8) If you're only seeking research, please describe in detail what you need researched:**

**9) Do you require a Clerk's Declaration?**

*i.e. No record found, case destroyed, filing of appeal, etc.*

- Yes  No

If yes, please specify:

**10) What is your full name?**

**11) What is your email address?**

**12) What is your phone number?**

**13) What is your mailing address?**

*If you don't want documents emailed to you and/or are requesting certified copies.*

**All records requests are processed in the order that they are received. Please do not contact the Court Records Division requesting a status on your records request. Also, please do not submit duplicate requests, this will cause delays in fulfilling your records request.**