



MUNICIPAL COURT
RECORDS REQUEST

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THE INFORMATION MAY OR MAY NOT BE AVAILABLE AT THE TIME REQUESTED, OR MAY NOT BE AVAILABLE FOR PUBLIC INSPECTION. SHOULD THIS OCCUR, THE INFORMATION WILL BE RELEASED AT THE EARLIEST CONVENIENCE

DATE: _____

PERSON REQUESTING INFORMATION: _____

COMPANY REPRESENTED (IF APPLICABLE): _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ E-MAIL: _____

CHECK METHOD TO RECEIVE INFORMATION: [] E-MAIL [] PICK UP [] MAIL

DESCRIPTION OF COURT RECORD(S) BEING REQUESTED (PLEASE CHECK THE FOLLOWING) :

NAME OF PERSON: _____ D.O.B: _____

OTHER NAMES USED: _____ DL #: _____

[] PROBABLE CAUSE STATEMENT [] PROOF OF DISMISSAL

[] CITATION # _____ [] OTHER

PLEASE EXPLAIN:

CHECK HERE IF REQUESTING INFORMATION TO BE CERTIFIED: []

I UNDERSTAND THAT THE CITY IS UNDER NO OBLIGATION TO CREATE A DOCUMENT TO SATISFY MY REQUEST OR TO COMPLY WITH A STANDING/ONGOING REQUEST FOR INFORMATION. I FURTHER UNDERSTAND THAT IF REQUESTING FOR INFORMATION ON SOMEONE ELSE OTHER THAN MYSELF, THE CUSTODIAN OF RECORDS WILL RELEASE TO ME ONLY THE INFORMATION CONSIDERED PUBLIC.

SIGNATURE

FOR COMPLETION BY CITY ONLY

APPROVAL MUST BE GIVEN BY THE PRESIDING JUDGE AND/OR CITY PROSECUTOR.

JUDGE

CITY PROSECUTOR