

# Court Case Records Access Request Form

Instructions: This form is used to request access to inspect or obtain copies of court case records. Please complete all sections clearly. Since this form is for print, you may fill it out digitally before printing or print it blank to complete by hand.

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## 1. Requester Information

Full Name:

Agency/Organization (if applicable):

Mailing Address:

Telephone Number:

Email Address:

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## 2. Case Information

Court Location / County:

Case Number:

Case Title (e.g., Party A v. Party B):

Approximate Year of Filing:

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## 3. Record Details

Specific Document(s) Requested (Line 1):

Specific Document(s) Requested (Line 2):

Do you require certified copies? (Enter Yes or No):

Preferred Delivery Method (Enter Mail, Email, or In-Person Pickup):

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## 4. Signature and Date

Signature of Requester (Sign here after printing):

Date of Request: