

# RECORDS REQUEST

Paradise Valley Municipal Court  
6517 East Lincoln Drive  
Paradise Valley, Arizona 85253  
(480) 404-7000 Voice (480) 404-7025 Fax  
Email: [courtmail@paradisevalleyaz.gov](mailto:courtmail@paradisevalleyaz.gov)

In accordance with Rule 123(f) of the Arizona Supreme Court Rules of Court, a request to inspect or obtain copies of records that are open to the public shall be made in writing on a form provided by the custodian. A.R.S. 22-404B provides that a minimum fee of \$17.00 be charged for research in locating a document or for duplication of an audio record. Pursuant to Rule 29, Rule of Supreme Court, criminal records more than (10) years old and civil traffic records more than (5) years old may not be available. **This request will be completed within 10 business days.**

- 1) Requested By: \_\_\_\_\_ Date of Request: \_\_\_\_\_
- 2) Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- 3) A phone number you can be reached at: \_\_\_\_\_ Fax: \_\_\_\_\_
- 4) Email Address (optional): \_\_\_\_\_

## REQUEST RECORD(S) FOR THE FOLLOWING INDIVIDUAL/CASE:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(First) (Middle) (Last)

Case Number: \_\_\_\_\_ Complaint/Citation Number: \_\_\_\_\_

Case Number: \_\_\_\_\_ Complaint/Citation Number: \_\_\_\_\_

## CLEARLY MARK (X) THE REQUESTED RECORD(S) TYPE:

- Request for violation history search, disposition(s), or computer case history report (\$17.00 fee per request for non-certified, \$34.00 fee per request for certified) \$ \_\_\_\_\_
- Request for audio CD duplication of court proceedings (\$17.00 per disc) \$ \_\_\_\_\_
- Request for copies of file documents non-certified (\$17.00 fee +.50 pp) (Specify below) \$ \_\_\_\_\_
- Request for certified copies of file documents (\$34.00 certification fee +.50 pp) (Specify below) \$ \_\_\_\_\_

Specify Documents Needed  Complaint  Disposition/Sentencing Documents  Plea Agreement  
 Waiver of Counsel  Disposition/Sentencing Documents  Plea Agreement  
 Notice of Appearance  Other: \_\_\_\_\_

**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_

**DELIVERY OPTION (SELECT ONE):**  Call for pick up  Fax results  Mail results  Email results

A.R.S. 39-121.03-Commercial purposes includes any use of a public record for the purpose of sale or resale or for the purpose of producing an item containing the same information contained in the public record for the purposes of solicitation for financial gain. Initial here if using for commercial purposes: \_\_\_\_\_

I acknowledge and understand that commercial use, solicitation or the unauthorized re-dissemination of any documents obtained from this request is strictly prohibited by law. I understand payment must be arranged prior to the release of the documents.

\_\_\_\_\_  
Signature/ E-signature of requestor

\_\_\_\_\_  
Date

**COURT USE ONLY** Completed On: \_\_\_\_\_ Completed by: \_\_\_\_\_ Receipt # \_\_\_\_\_