



SUPERIOR COURT OF CALIFORNIA
COUNTY OF MONO

SEARCH/COPY REQUEST FORM - ACCEPTED VIA FAX OR MAIL ONLY

Mailing Address: P.O. Box 1037, Mammoth Lakes, CA 93546

Fax: (760) 924-5419

Requests will be processed in order by date received

DATE: _____

PHONE NUMBER: _____

REQUESTOR: _____

EMAIL ADDRESS: _____

SEARCH REQUEST/ COURT RECORDS

CRIMINAL section with fields: Full name, Date of birth, Driver's license, AKA, Case number(s), Year(s) of offense to search, Charges/conviction

CIVIL/FAMILY/ PROBATE section with fields: Case number(s), Plaintiff / Petitioner, Defendant / Respondent, Year(s) to search

COPY REQUEST

COPY REQUEST section with sub-sections for CERTIFIED and NON-CERTIFIED, and further sub-sections for CRIMINAL and CIVIL/FAMILY/PROBATE with specific document type checkboxes

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MONO**



PAYMENT INFORMATION	
Payment is required prior to search and delivery of documents	
<input type="checkbox"/> Check # _____ attached	<input type="checkbox"/> Credit Card – Visa / Mastercard
Make check payable to: Mono Superior Court	I authorize the below fees and any amount impose by the card issuer/draft purchaser to be charged to the following account:
<input type="checkbox"/> Cash	Card No.: _____
Request must be mailed	Expiration Date: _____
	Zip Code: _____
	Cardholder Name: _____
	Cardholder Signature : _____

FOR INTERNAL USE ONLY	
<input type="checkbox"/> Search fee (\$15.00) [GC §70627]	\$
<input type="checkbox"/> Search for records or files over 10 minutes (\$15.00) [GC §70627(c)]	\$
<input type="checkbox"/> Copy fee (\$0.50 per page) [GC §70627(a)] Number of pages:	\$
<input type="checkbox"/> Certification fee (\$40.00 per document) [GC §70626(a)(4)] Number of documents:	\$
<input type="checkbox"/> Comparison Copy fee (\$1.00 per page) [GC §70627(b)] Number of pages:	\$
<input type="checkbox"/> Certified copy of divorce judgment (\$15.00 + Copy fees) [GC §70674]	\$
<input type="checkbox"/> Certificate (\$40.00) [GC §70626(a)(8)]	\$
<input type="checkbox"/> Postage & Handling 1-10 pages \$1.00 11-25 pages \$2.00 26-30 pages \$2.50 30 + pages \$3.00+ (depending on weight)	\$
<input type="checkbox"/> Credit Card Surcharge 3.5%	\$
TOTAL:	\$

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DOCUMENT DELIVERY

Requests will be processed in the order received

In person

Copies to be picked up will be held for two weeks.

***Copies of microfiche records, and records stored offsite, will be available after 14 business days.

Email address: _____

Certified copies cannot be sent via email.

Mail to: _____

Additional costs for postage and mailing envelope will be added.

RECORDS SEARCH

No records found for the name/case information

We are unable to provide a copy of the case information/disposition/number. The case information requested has been purged and/or destroyed pursuant to Court Order. [GC §68152]

Records found; search results enclosed.

Date: _____

Clerk, by _____ Deputy