MAIL REQUEST FOR COURT RECORDS

Case #: _____

Case Name: _____
(John V. Doe v Jane S. Doe) (John Doe v You Name it Blank)

Case Type: CIVIL ___ FAMILY ___ PROBATE ___

Requested by: _____

Phone #: _____ Agency: _____

DOCUMENT(S) REQUESTED:

_____

_____

_____

_____

You may also view OPEN ACCESS on the Court's website www.cc-courts.org, which may help you determine the name of a document you need.

**If case type is confidential, only parties to the case have access. A notarized copy of your DL/ID is required.

FEE SCHEDULE

1. A $15.00 file/name search fee per case
   Pursuant to Government Code Section 70267
2. A $15.00 estate search fee per case
   Pursuant to Government Code Section 70661
3. $.50 per page for copies
4. An additional $40.00 per document for Certification
5. Certified Final Judgment $15.00 (Dissolution only)
6. Exemplification/Authentication of documents - $50.00 + $.50 per page

With each request, please include:

1. A check or money order sufficient to cover costs or a "Not to Exceed" check with a set specific amount to process your request. (A register receipt will be returned to you). Checks should be made payable to **Contra Costa County Clerk of the Court.**

2. A self- addressed stamped envelope in a size sufficient to accommodate your request.

Mail to: **Contra Costa County Superior Court**
P. O. Box 911
Martinez, CA 94553
Attn: Court Records

OR

Place in Red Drop Box located in the Lobby
1111 Ward Street
Martinez, CA 94553