

# FAMILY RECORDS COPY REQUEST FORM

Superior Court of California, County of Santa Clara  
Office Location: 201 N. First Street, San Jose, CA 95113  
Hours: Monday thru Friday 8:30 am - 3:00 pm

**Per page copy fees are in addition to research and certification fees.**

Research fee (if no case number provided) ..... \$15.00  
Certification fee (for Dissolution Judgments only).. \$15.00  
Certification fee (all other Documents) .....\$25.00  
Copy fee per page (2 sided is \$1.00) .....\$0.50

**Mail Your Request To:**  
Superior Court - FJC  
Records Request  
191 North First Street  
San Jose, CA, 95113

**PAYMENT IS DUE IN ADVANCE OF COPYING. Make checks payable to "Clerk of the Superior Court". If you do not know the amount of pages, write in the memo section of check "Not to Exceed \$ (dollar estimate for copies)". A receipt will be provided along with your copies.**

Today's Date: \_\_\_\_\_ Requestor's Name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Case Number: \_\_\_\_\_ Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_  
Case Title: \_\_\_\_\_  
Document(s) Requested: \_\_\_\_\_  
Number of Pages if known: \_\_\_\_\_ Certification:  Yes  No

**FILL IN THIS SECTION IF YOU DO NOT KNOW YOUR CASE NUMBER**

**A \$15.00 search fee is required in addition to any copy and certification fees.**

If the case was filed on or before December 31, 1996, you may search for the case number yourself in the Records Department at 191 North First Street, San José, CA 95113. If the case was filed on or after January 1, 1997, the case number can be found on our website: [www.sccaseinfo.org](http://www.sccaseinfo.org). You may also request a case number search from Vital Records at [www.cdph.ca.gov](http://www.cdph.ca.gov).

**Petitioner's complete name at time of filing:** \_\_\_\_\_  
**Respondent's complete name at time of filing:** \_\_\_\_\_  
**Estimated year(s) case started:** \_\_\_\_\_ (Search will be made in five year increments (i.e. for 1983 we will search 1981 - 1985))

Copy requests that do not include an appropriately sized self-addressed envelope with sufficient postage will be placed in the Family Clerk's Office pick up basket. A clerk will contact you if you need to pick up your copies.  
Copies remaining 30 days after notification will be discarded. Fees for discarded copies are not refundable.

Requests May be Delayed Due to Staffing Shortages.

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**FOR OFFICE USE ONLY** **Job ID#** \_\_\_\_\_  
Payment Amount Received: \$ \_\_\_\_\_  Check  Pre-paid

**Copy Location**  
Request taken by clerk (clerk name & date): \_\_\_\_\_  Placed on shelf on: \_\_\_\_\_  
Copies made by clerk (clerk name & date): \_\_\_\_\_  Mailed on: \_\_\_\_\_  
Requestor phoned by clerk (clerk name & date): \_\_\_\_\_  Picked up on: \_\_\_\_\_

**Message Information:**  
 Talked to requestor  
 Left voice message  
 Left message with \_\_\_\_\_