



Gilbert Municipal Court

55 East Civic Center Drive, Suite 101
Gilbert, Arizona 85296
Voice (480) 635-7800
Court Services Fax (480) 635-7815

Records Request

Please complete this form and provide as much information as possible to ensure that we provide you with accurate information. Use only one request form per defendant.

Defendant Name: _____ **Date of Birth:** _____

Case Number(s): _____

Complaint Number(s): _____

Violation(s): _____

Violation Date(s): _____

Proceeding Date(s): _____

*******Please clearly mark what type of record(s) you are requesting.*******

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 CD)

Request for copies of actual file documents only (\$17.00 fee + .50 pp) (Specify below)

Request for certified copies (\$34.00 certification fee + .50 pp) (Specify below)

Complaint, Notice of Appearance, Waiver of Counsel, Pleadings

Judgment of Guilt, Sentencing Order, MVD Abstract, Fingerprint

Name/Address, Other – Specify _____

Specific Documents Needed

Requested by: _____

Mailing Address: _____

Telephone Number: _____

IMPORTANT! Choose an option.

I will pick up at the service counter.
You must leave a phone number

Mail the results to me.
You must provide a complete address

Note: Fees must be paid prior to the release of any records. The Gilbert Municipal Court works diligently to complete records requests within three business days of receiving your request, but achieving that goal is not always possible. A.R.S. 22-404B provides that a minimum clerk fee of \$17.00 be charged for research in locating a document or for duplication of an audio record. A.R.S. 22-404B also provides for a per page fee of \$0.50 for copies of any documents. All fees must be paid before the requested records will be released. Pursuant to Supreme Court guidelines criminal records more than 5 years old and civil traffic records more than 1 year old may not be available. Requests not picked up within 7 calendar days shall be destroyed with no refunds.

<p align="center">For Court Use Only</p> <p>Completed by: _____ on _____.</p> <p>Total due: _____.</p>	<p>Please Note: There is a minimum fee of \$17.00 for each records inquiry /request as well as a \$0.50 per page copy fee. Payment is by cash, check or money order only Older records may not be available for copying.</p>
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