Plumas County Superior Court
520 Main St., Rm. 104, Quincy, CA 95971
(530) 283-6232

RECORD SEARCH REQUEST INFORMATION SHEET

- **FAXED and OVER THE PHONE record search requests are not accepted.**

- **Typically, a search request is completed in 5 to 7 business days (excluding Holidays, court closure days, and weather providing) from the date the court receives the request.**

- **Record search requests must be submitted in writing or in person and must include a self addressed stamped envelope and with $15.00 fee per search request. A single request can contain multiple names or case numbers. (Request Form - see pg. 2).**

  If the search is concluded in 10 minutes or less, the $15.00 fee will be returned to you.

- **Specify documents to be copied (cost chart provided below):**

1.) □ Charging documents: Complaint/Information/Citation
2.) □ Disposition: Conviction/Plea/waiver
3.) □ Sentencing Order
4.) □ Protective Order
5.) □ Entire File (Excluding documents that cannot be released)
6.) □ PC1203.4/expungement order
7.) □ Other:_____

*The Clerk's office **cannot** provide copies of:*
● *Police/arrest/incident reports* ●*Transcripts* ●*Warrants* ●*Confidential documents*

Costs:	
$15.00	Search Request fee for any search that exceeds 10 minutes- GC70627(c)
$0.50	Copy fee, **per page**- GC70627(a)
$40.00	Document certification fee, per document – GC70626(a)(4)
$15.00	Certified copy of Dissolution of Marriage- GC70674

Make checks payable to Plumas Superior Court, leave amount blank, and note in memo field "not to exceed $_____" if you are unsure of the total cost.

Payment for copies of requested documents need to be made separate from the $15.00 research fee.

RECORD RESEARCH REQUEST FORM

• **FILL OUT FOR EACH DEFENDANT/PARTY** •**HIT/NR**

Case Number:	Case Name:	DOB:	
Case Number:	Case Name:	DOB:	
Case Number:	Case Name:	DOB:	
Case Number:	Case Name:	DOB:	
Case Number:	Case Name:	DOB:	
Case Number:	Case Name:	DOB:	
Case Number:	Case Name:	DOB:	
Case Number:	Case Name:	DOB:	
Case Number:	Case Name:	DOB:	
Case Number:	Case Name:	DOB:	

Requestor Name:	**(Area Code) Phone/Fax number**		**Date:**
Address	**City**	**St**	**Zip**

☐ **Search was 10 minutes or less. $15.00 research fee is being returned to you. (attached)**

Date: _____ **Search conducted by:** _____

Deputy Clerk