

Superior Court of California, County of Lassen  
2610 Riverside Drive, Susanville, CA 96130

RESEARCH AND COPY REQUEST FORM

INSTRUCTIONS

Please complete the information below to request a record search and/or copies of court records. You will be required to pay fees in advance. You must be a party to the case and have valid photo identification or have a court order to obtain copies of confidential cases. Juvenile records are not available by mail.

REQUESTOR INFORMATION:

Name: \_\_\_\_\_ Agency (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street/Address) (City) (State) (Zip)

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

SEARCH COURT RECORDS:

FILL IN THIS SECTION IF YOU DO NOT KNOW THE CASE NUMBER  
(Check the applicable case type below and provide as much information as able in the relevant section.)

**CRIMINAL**

Name: \_\_\_\_\_  
First Middle Last

Date of Birth (if known): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Driver's License # (if known): \_\_\_\_\_

Aliases, Maiden Name: \_\_\_\_\_

Years, violations, or other info: \_\_\_\_\_

**CIVIL**

Case Type: \_\_\_\_\_ Date Filed: \_\_\_\_\_  
Limited Civil, Family Law, Small Claims, etc. Provide Estimation or Date Range if Not Known

Plaintiff / Petitioner: \_\_\_\_\_  
Full Legal Name at time of filing

**FAMILY**

Defendant / Respondent: \_\_\_\_\_  
Full Legal Name at time of filing

COPY REQUEST:

(Provide your case name, number, and designate the type of copies you need.)

Case Name: \_\_\_\_\_  
Criminal Case Example: People of the State of California v. John Doe - Civil/Family Law Example: John Doe v. Jane Smith

Case #: \_\_\_\_\_  
If known, otherwise fill in Search Court Records section above. - Example: 2023-CR1234567

CERTIFIED  NON-CERTIFIED

CRIMINAL

- Entire File
- Case History
- Other:
- Sentencing Minutes
- Judgment

CIVIL & FAMILY

- Entire File
- Judgment / Dissolution
- Case History
- Other:
- Latest Support/Custody Order
- Decree/Dissolution of Marriage
- Minute Order Dated:

**PAYMENT INFORMATION:**  
(Payment is required prior to delivery of documents.)

Cash     Check/Money Order # \_\_\_\_\_ attached     Credit Card     I have an active fee waiver on file

**DOCUMENT DELIVERY:**  
(Tell us how you want to receive your documents.)

**Pick up at:** Hall of Justice – 2610 Riverside Drive, Susanville, CA 96130

**Mail to:** \_\_\_\_\_

**\*Email to:** \_\_\_\_\_  
*\*Certified Copies CANNOT be emailed.*

**FOR COURT USE ONLY**

Date Received: \_\_\_\_\_

|   |                            |    |
|---|----------------------------|----|
| <input type="checkbox"/> Research over 10 minutes (\$15.00 per search)                      |                            | \$ |
| <input type="checkbox"/> Certification Fee (\$40.00 per document)                           | Number of documents: _____ | \$ |
| <input type="checkbox"/> Photocopy, Email, or Fax Fee (\$0.50 per page)                     | Number of pages: _____     | \$ |
| <input type="checkbox"/> Comparison Certification Fee (\$1.00 per page + Certification Fee) | Number of pages: _____     | \$ |
| <input type="checkbox"/> Postage & Handling (Metered Rate)                                  |                            | \$ |
| <input type="checkbox"/> Exemplified Copies (\$50.00 + Copy Fees)                           |                            | \$ |
| <input type="checkbox"/> Certified Copy of Dissolution (\$15.00 + Copy Fees)                |                            | \$ |
| <b>TOTAL</b>  |                            | \$ |

**RECORDS SEARCH**

ELECTRONIC                       MICROFICHE (S Drive)                       PAPER CASE FILES

NOTES:

REQUEST COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_