

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:	
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