

Request for Case Information

San Luis Obispo Superior Court (revised 3/2012)

Fill out one request for each defendant.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Case Number(s)	Defendant's Name	Defendant's date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Your Name	(Area Code) Phone number	Date of Request
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City	State Zip

Make payments/requests at the branch court location where the case was last heard:

- **San Luis Obispo Branch** 1050 Monterey Street, Rm. 220, San Luis Obispo, CA 93408 (805) 781-5670
- **Grover Beach Branch** Operations temporarily suspended, please make your request to the San Luis Obispo Branch as noted above.
- **Paso Robles Branch** No longer handles criminal misdemeanor cases. If your matter was heard in Paso Robles, make your request to the San Luis Obispo Branch as noted above.

The clerk's office **cannot** provide copies of:

- Police/arrest/incident reports
- Transcripts
- Warrants
- Confidential documents as designated by law

Please **check one**:

- I wish to **view** the file only (\$15 retrieval fee if the file is stored off-site)
- I am requesting a copy of the public docket—**FREE** (Available only to the defendant named on a case or his/her attorney; Request must include a copy of valid ID and a Self-addressed stamped envelope)
- I wish to **purchase copies** of items indicated below. A check or credit card information is enclosed.
 - I wish to **pick up** the requested items in person. The clerk will call above number when request is ready for pick up.
 - Please **mail** the requested items. Postage will be charged to my credit card or check.

Specify items to be copied: **I need Certified copies (\$25 per document charge)**

- Copy of Public Docket—50 cents/page (available for any member of the public/free to defendant & attorney of record)
- Complaint/Citation
- Copies for ICE/Homeland Security
- Disposition: Conviction / Plea/ Tahl Waiver
- Sentencing Order
- Protective Order
- Minute orders or other documents (please list file date or date of hearing or attach a copy of docket indicating documents needed)
- Entire File (excluding confidential documents or documents that cannot be copied)
- Probation Order
- PC1203.4/dismissal order

Costs: \$15 off-site file retrieval fee, applies for each case or item stored off-site
 \$0.50 copy fee, per page (including dockets)
 \$25 document certification fee, per document or docket

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

Credit Card Payment Information

Case Number	<input type="text"/>	Branch	<input type="text"/>	Case Name	<input type="text"/>
Credit Card Number #	<input type="text"/>			Exp. Date	<input type="text"/>
Payment amount \$	<input type="text"/>	+ \$5.00 Process Fee			
Name on Credit Card	<input type="text"/>				
Billing Address	<input type="text"/>				
	<input type="text"/>	Zip code (required)	<input type="text"/>		
Telephone Number	<input type="text"/>				