San Luis Obispo Superior Court
Request for Case Information
(Please fill out one request for each defendant)

_____ _____
Case Number(s) Defendant's Name

_____ _____
Name of Requestor (Area Code) Phone number

_____
Address City State Zip

_____
Date of Request

Please make payments or inquires at your branch location between the hours of 8:30 am and 4:00pm.

Please check one:

- ☐ I wish to view the file only (I understand that any request for copies made at the time of viewing will cost $.50/page, $25 for certification and $15 per case research fee and will require additional time for the clerk to prepare)
- ☐ I wish to purchase copies of the documents checked below, I have attached a check or credit card info (see reverse for form)
  - ☐ Please mail the copies to me.
    Self-addressed envelope is required to process any request.
  - ☐ I will pick up the copies.

Please specify items to be copied: ☐ **I need Certified copies**

- ☐ Entire File
- ☐ Complaint/Citation ☐ Copies per DOJ/Megan's Law
- ☐ Copies for ICE/Homeland Security
- ☐ Disposition: Conviction /Plea/Tahl Waiver
- ☐ Sentencing Order ☐ Probation Order
- ☐ Protective Order ☐ PC1203.4 order
- ☐ Minute orders or other documents (please list date or attach a copy of docket indicating documents needed)

Costs for copies: $.50/page
$15 file retrieval fee for items stored off-site
$25/document for certification

Please make checks payable to SLO Superior Court, leave amount blank and note in memo field "not to exceed $_____"

Credit Card Payment Info:

Case Number _____ Branch _____ Case Name _____
Credit Card Number # _____ Exp. Date _____
Payment amount $ _____ + $5.00 Administration Fee
Name on Credit Card _____ Signature _____
Billing Address _____
_____ Zip code (required) _____
Telephone Number ( ) _____