

# Request for Criminal Case Information

San Luis Obispo Superior Court (revised 6/25/2014)

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) Your Phone number	Date of Request
<input type="text"/>	<input type="text"/>	<input type="text"/>
Your Address	Your City	State      Zip

## Make payments/requests :

- **San Luis Obispo** Branch      1050 Monterey Street, Rm. 220, San Luis Obispo, CA 93408 (805) 781-5670

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 research fee applies for files stored off-site)
- I am requesting a copy of the case summary – **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. I have enclosed a check for payment.
  - 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. Self Addressed Stamped Envelope is **required**.

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

- Case Summary—50cents/page available for any member of the public/free to defendant & attorney of record.
- Complaint/Citation
- Disposition: Conviction / Plea/Tahl Waiver
- Sentencing Order
- Protective Order
- Minute orders or other documents (please list file date, date of hearing or attach a copy of docket indicating documents needed)
- Probation Order
- PC1203.4/expungement order

OR

- Entire File—Please call clerk's office prior to submitting a request for entire file.
- Other

If an agency is requesting you to obtain copies from the court, please include a copy of their letter with your request.

**Costs:**      \$15 research fee, applies for each case or item stored off-site or requests taking more than 10 minutes.  
                  \$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.