



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SUTTER**

**REQUEST FOR COURT RECORDS**

- A search fee of \$15 (GC 70627(c)) will be charged for searches requiring more than 10 minutes of the clerk's time. Please remit a check payable for \$15 for all search requests. The check will be returned to you in the event the search does not exceed 10 minutes.
- Copies are \$.50 per page (GC 70627(a)); certified copies are **\$40.00 fee (GC 70626 (a)(4))** in addition to cost of the per page copy fee. Certified copies of family law judgments are \$15 (GC 70674(a)). You may send a check in an amount "not to exceed" what you estimate will be adequate to cover the costs and the clerk will insert the actual amount. If the records are to be mailed back to you, please include a self-addressed, stamped envelope to receive your documents.

**Requester Information**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Case Information**

Case Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Case Number: \_\_\_\_\_

*If you have any other information that would aid in the search, please provide that information to help reduce the time spent on the search.*

**Description of Information Requested**

*Please be as specific as possible. If you need additional space please write on the back.*

**Do you want these copies certified?**

Yes  No

**SUBMIT THIS FORM**

**1) By Mail:**

Sutter Superior Court  
ATTN: Records  
1175 Civic Center Blvd.  
Yuba City, CA 95993

**2) By Email:**

[trafficdivision@suttercourts.com](mailto:trafficdivision@suttercourts.com)

**3) By Fax:**

(530) 822-3503

**FOR COURT CLERK'S USE ONLY**

Date Processed: \_\_\_\_\_ Clerk: \_\_\_\_\_

Misc. Comments: \_\_\_\_\_