ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address) TELEPHONE NO: FAX NO. (Optional) E-MAIL ADDRESS (Optional) ATTORNEY FOR (Name)	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SHASTA 1500 COURT STREET REDDING, CALIFORNIA, 96001	
CASE NAME: Plaintiff/Petitioner: Defendant/Respondent:	
REQUEST FOR RECORD SEARCH AND COPIES	CASE NUMBER:

Please complete the information below to request a record search or copies of court records. Complete one form for each search requested. You will be required to pay the fees assessed in advance of the records being provided to you

NOTE: Certain cases are confidential. You must be a party to the case and submit together with notarized signature(s) or have a court order to obtain copies.

Names to be searched:
Please indicate the First, Middle and Last names of all parties to the case.

_____	_____	_____
First	Middle	Last
_____	_____	_____
First	Middle	Last

If the case number is unknown, provide approximate case filing time period (Years to be searched) From: _____ To: _____

Document(s) Requested (Please be as specific as possible)	Certification Requested	Filing Date

Record Search Fee: (Any search that takes longer than 10 minutes)	$15.00
Copy Fee:	$ 0.50 per page
Certification Fee associated with Dissolution, Legal Separation or Nullity	$15.00 per document plus $0.50 per page
Certification Fee for all other documents:	$40.00 per document plus $0.50 per page

Make payment payable to: Shasta County Superior Court. Mail the form to: 1500 Court Street, Room 319, Redding, CA 96001.
You may also appear in person between the hours of 8:30 a.m. and 4:00 p.m.

All requests by mail must include a self-addressed stamped envelope large enough and with sufficient postage to return the documents to you.

You may issue a check made payable to Shasta County Court, not to exceed a certain amount, such as $50.00.

The Shasta County Superior Court fee schedule is available **at:** **www.shasta.courts.ca.gov**