

MUNICIPAL COURT, CITY OF WESTMINSTER, COLORADO
3030 Turnpike Drive
Westminster, CO 80030
303. 658. 2250
Fax 303.429.8684

COURT USE ONLY

DEFENDANT: _____ (Name)

CASE NO.: _____
Summons No.: _____

REQUEST FOR RECORD SEARCH

Per Court Order 2017-5, record searches are assessed as follows:

- Record search for non-law enforcement agencies and military shall be \$7.50 per quarter hour, billed in 15 minute increments with a 15 minute minimum plus copy costs of \$.25.
- Certified Records are an additional \$5.00 per record.
- Record search fees are must be paid prior to records being released and record materials shall be made available within 3 business days of the request.
- Cases closed over 7 years prior to request may no longer be available.

Date of Request: _____ Telephone #: _____

Name of Requestor: _____ Bar #: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

RECORD REQUESTED:

Defendant's Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Date of Incident: _____

Case Number: _____ Certify Record? Yes No

I UNDERSTAND THAT ACCORDING TO C.R.S. 19-1-304, JUVENILE RECORDS RELEASE REGULATIONS APPLY TO ALL CRIMINAL RECORDS.

I UNDERSTAND THAT ACCORDING TO C.R.S. 24-72-305.5, I AM PROHIBITED FROM USING THESE RECORDS FOR THE PURPOSE OF SOLICITING BUSINESS FOR PECUNIARY GAIN.

Signature of Requestor: _____

AutoROAStart REQUEST FOR RECORDS SEARCH FORM GENERATED AutoROAEnd

-FOR OFFICE USE ONLY-

THIS DOCUMENT SHALL BE RETAINED IN THE COURT FILE

I.D. PROVIDED: Driver's License No: ___ Student ID: ___ Other (specify): _____

Records Released: _____

Records Denied: _____

Reason: _____

Record Search Fee _____ Certified Fee _____ Copy Costs @ \$.25/page _____

Clerk Initials: _____ Date: _____