



San Luis Municipal Court

PUBLIC RECORD REQUEST

Court Records

Pursuant to Arizona Supreme Court Rule 124, all court records are open to the public, unless they are marked "sealed" or "confidential," which means that members of the public may not inspect, obtain copies of, or otherwise have access to such records, unless authorized by law. Municipal records shall retain according to the retention schedule set forth in the Arizona Code of Judicial Administration §4-302; records that have been purged within the guidelines may not be available.

Fees Pursuant to A.R.S 22-404:

- Minimum Clerk Fee - \$17 **Applies to all requests, in addition to Clerk & Copy fees.**
- Copy Fees – 50¢ per page, if applicable.
- Certification Fee - \$17 per each certification, in addition to minimum clerk and copy fees.
- Audio Fee - \$17 per audio CD, in addition to the minimum clerk fee and certification fee.

Payments

Payments may be made in the form of money order, cashier check or cash. Payment must be submitted prior to releasing your records. **Do not submit pre-payment for record request.**

Government Agencies:

Government agencies are exempt from mandates fees; however, requests must be submitted on official letterhead for fees to be waived.

Records Processing Time:

The Court processes records requests in the order they are received, and processing time is **5-7 business days**. A clerk will contact you when your records are available.

Send Request

By Email: SLMC@courts.az.gov **By Fax:** (928) 627-2335 **In Person:** 767 N William Brooks Ave, San Luis, AZ 85349

<input type="checkbox"/> View Only \$17 Minimum Clerk Fee View at Courthouse Between 9am – 4 pm	<input type="checkbox"/> Copies Only \$17 Minimum Clerk Fee, plus 50¢ per page, if applicable	<input type="checkbox"/> AUDIO CD'S \$17 per Audio CD	<input type="checkbox"/> CERTIFICATION \$17 per Certification, in addition to clerk and Copy Fees NOTE: Certification must be picked up or mailed
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Delivery Preference: Pick up Fax _____ Email _____

Mail _____

Plaintiff/Defendant Info: Name _____ DOB _____

Request Documents: Complaint Plea Agreement Guilty Plea Sentencing Document

Order of Protection Entire File Other _____

Requestor Information: Name _____

Address _____

Contact Info _____

By signing below, I certify that the special use of these documents if for personal non-commercial use.

Requestor Signature _____

COURT USE ONLY: COMPLETED BY: _____ ON _____ FEE\$ _____
