



## MAIL REQUEST FOR COURT RECORDS

Case #: \_\_\_\_\_

Case Name: \_\_\_\_\_  
(John V. Doe v Jane S. Doe) (John Doe v You Name it Blank)

Case Type: CIVIL \_\_\_ FAMILY \_\_\_ PROBATE \_\_\_

Requested by: \_\_\_\_\_

Phone #: \_\_\_\_\_ Agency: \_\_\_\_\_

### DOCUMENT(S) REQUESTED:

---

---

---

---

You may also view OPEN ACCESS on the Court's website [www.cc-courts.org](http://www.cc-courts.org), which may help you determine the name of a document you need.

\*\*If case type is confidential, only parties to the case have access. A notarized copy of your DL/ID is required.

### FEE SCHEDULE

1. A \$15.00 file/name search fee per case  
*Pursuant to Government Code Section 70267*
2. A \$15.00 estate search fee per case  
*Pursuant to Government Code Section 70661*
3. \$.50 per page for copies
4. An additional \$40.00 per document for Certification
5. Certified Final Judgment \$15.00 (Dissolution only)
6. Exemplification/Authentication of documents - \$50.00 + \$.50 per page
7. Audio CD - \$25.00, if mailed add an additional \$2.47

**With each request, please include:**

1. A check or money order sufficient to cover costs or a “Not to Exceed” check with a set specific amount to process your request. (A register receipt will be returned to you). Checks should be made payable to **Contra Costa County Clerk of the Court.**
2. A self- addressed stamped envelope in a size sufficient to accommodate your request.

**Mail to: Contra Costa County Superior Court  
P. O. Box 911  
Martinez, CA 94553  
Attn: Court Records**

**OR**

**Place in Red Drop Box located in the Lobby  
1111 Ward Street  
Martinez, CA 94553**