

Bullhead City Municipal Court

1255 Marina Blvd. Bullhead City, AZ 86442
(928) 763-0130 ■ Fax: (928) 763-8993

REQUEST FOR COURT RECORDS

PURSUANT TO RULE 29, RULES OF THE SUPREME COURT, AND THE SUPREME COURT RECORDS RETENTION AND DISPOSITION SCHEDULE, RECORDS MORE THAN FIVE YEARS OLD, OTHER THAN ELECTRONIC SUMMARIES, ARE NOT AVAILABLE.

I acknowledge and understand that a Research Request Fee of Seventeen Dollars (\$17.00) will be charged for each name search. Separate form required for each name request and additional fee(s) will be assessed for copies or certification, of each case information.

I REQUEST: Copies only Audios CDs Certification

OF THE FOLLOWING DOCUMENTS(S):

Complaint Notice of Appearance of Counsel Waiver of Counsel
 Plea Proceedings Judgment of Guilt Sentence Information
 MVD Abstract Other (specify): _____

FOR THE FOLLOWING INDIVIDUAL:

First Name	Middle Name	Last Name
_____	_____	_____

Date of Birth _____

FOR THE FOLLOWING CASE:

Case # _____ Complaint # _____

Date of Incident _____ Type of Charge _____

These documents are for:

Personal, non-commercial use. I am aware of the penalties for conversion to commercial use.
 Commercial use. You must provide a verified or acknowledged statement to the Custodian setting forth the commercial purpose and specific use intended for the records.

Name of Requestor	Date
_____	_____

Documents will be held for thirty (30) days from date of completion

Research @ \$17.00 per request per Def (up to 3 cases) \$ _____

Copy/Copies @ \$.50 cents per page \$ _____

Certification @ \$17.00 per document (per page) \$ _____

Audio CD @ \$17.00 per CD \$ _____

TOTAL DUE \$ _____

Other

RECEIPT # _____

INSTRUCTIONS FOR REQUESTING RECORDS

STEP 1 Complete all applicable information on the form.

ALL FEES MUST BE PAID IN FULL PRIOR TO ANY SEARCH.

STEP 2 You must submit the completed form to the Court by email at bullheadcitymunicipalcourt@courts.az.gov, fax, mail or in person. (Phone requests will not be accepted)

STEP 3 If submitting by fax. Fax the completed form to (928) 763-8993. A court representative will call you when the records are ready.

If submitting request by mail, send the completed form to the Bullhead City Municipal Court at 1255 Marina Blvd., Bullhead City, AZ 86442. A court representative will call you when the records are ready.

If submitting request in person, bring the completed form to the Court. A court representative will call you when the records are ready.

Please email documents to _____

Please call _____ between 8:00 am and 5:00 pm for pick-up.

Please mail documents to _____

This court does not accept Business or Personal checks. Payment may be made by cash (in person only, do not send cash through the mail) money order, cashier check or credit card. Click [HERE](#) for credit card authorization form.