

## Merced Superior Court

**627 W. 21<sup>st</sup> Street  
Merced, CA 95340  
(209) 725-4100**

**1159 "G" Street  
Los Banos, CA 93635  
(209) 725-4124**

**Record/Search/Copy Requests  
GC 70627(c) records or files**

The fee for a search of records or files conducted by a court employee that requires more than 10 minutes is fifteen dollars (\$15) for each search.

- All requests received in the mail must be accompanied by a check with the amount left blank and include a note "not to exceed a dollar amount" on the check. Example: "Not to exceed \$50.00"
- All requests must include a self-addressed stamped envelope.
- All copies are \$.50 per page pursuant to GC 70627(a).
- Certified copies are \$40.00 pursuant to section GC 70626(a)(4).
- Certified copies of marriage/domestic partnership dissolutions are \$15.00 (or \$10.00 if requested by a public agency) pursuant to section GC 70674(a).
- Off-site retrieval of files/documents is \$15.00 pursuant to CRC 10.815(13)/GC70631.
- Complete one form for each search type requested.

**Requester's Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_.

**Mailing Address** \_\_\_\_\_.

**Please provide us as much information you have in order to assist us with your search:**

Please indicate which case type you are requesting to be searched. A separate request and payment must be submitted for each type of research request.

Civil     Criminal     Family Law     Small Claims     Traffic     Unknown

Name: \_\_\_\_\_  
(enter the name you wish to be searched)

AKAs: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License: \_\_\_\_\_ Case Number: \_\_\_\_\_  
(if known)

**Criminal & Traffic Matters:**

Violation/Charge: \_\_\_\_\_ Violation Date: \_\_\_\_\_

Approximate filing date(s): \_\_\_\_\_

**Information requested:**

Copies – Please specify which document(s) you are requesting:  
\_\_\_\_\_  
\_\_\_\_\_

Certified Copies – Please specify which document(s) you are requesting to be certified:  
\_\_\_\_\_

Sentencing Information.

Copies for the U.S. Citizenship and Immigration Service.

Other: \_\_\_\_\_

Files pulled for viewing will be held for 10 days from notification. After 10 days, the files will be returned to archive and a new search and off-site retrieval fee will be required.