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Scottsdale City Court • 3700 N 75th Street Scottsdale, AZ 85251 • (480) 312-2442

Fax: (480) 312-2764 • [court@scottsdaleaz.gov](mailto:court@scottsdaleaz.gov) • [www.ScottsdaleAZ.gov/Court](http://www.ScottsdaleAZ.gov/Court)

ORI: AZ007111J • Maricopa County, Arizona

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### **Records Request**

Pursuant to Rule 123, Rules of the Supreme Court, all court records are open to the public unless they are marked "Closed" 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 Courts shall retain records according to the retention schedule set forth in the Arizona Code of Judicial Administration §4-302; records that have been purged within the guidelines of the retention schedule may not be available.

Go to our website [www.scottsdaleaz.gov/court](http://www.scottsdaleaz.gov/court) click **FIND A CASE/MAKE A PAYMENT**. If no case found, check box **No Record Found Letter (NIS)** on Request for Court Records form.

### **Fees Pursuant to A.R.S. §22-404:**

- Minimum Clerk Fee - \$17.00 apply to all requests
- Copy Fees – .50 ¢ per page, if applicable
- Certification Fee - \$17.00 per each certification, in addition to minimum clerk and copy fees
- Audio Fee - \$17.00 per audio CD. Not all court proceedings have audio recording available.

### **Payments:**

Payments may be made in the form of money order, check, major credit card, or cash. Cash payments are only accepted in person. A charge of \$25.00 will be assessed on all return payments. Payment must be received prior to releasing your records. **Do not submit pre-payment for record requests.**

### **Government Agencies:**

Government agencies are exempt from mandated fees as long as the Court can identify the government agency.

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.

### **Instructions for Filing a Records Request Form**

- 1) Complete all necessary information on the form.
- 2) Save the form and file it with the Court.

#### **If filing by email:**

Attach the completed form and send to [court@scottsdaleaz.gov](mailto:court@scottsdaleaz.gov).

Only Word and PDF documents will be accepted. Photos (.jpeg or other photo files) will not be accepted.

#### **If filing by fax:**

Fax the completed form to Scottsdale City Court at (480) 312-2764.

#### **If filing by mail:**

Mail the completed form to Scottsdale City Court, 3700 North 75<sup>th</sup> Street, Scottsdale, Arizona 85251.

#### **If filing in person:**

Bring the completed form to the Court, take a number in the lobby and wait for a Clerk to assist you or you may place your filing in the drop box.

It is the filer's responsibility to ensure the Court is in receipt of your filing. All responses will be sent via USPS mail to the last address on file.



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Records Request

Table with 4 columns: VIEW ONLY, COPIES ONLY, AUDIO CD'S, CERTIFICATION. Each column contains pricing and conditions for that service.

Delivery Preference: (If no delivery method is marked, the court will assume it is for pick-up)

- Delivery options: Emailed Email, Mailed, Faxed, Pick-Up

Plaintiff/Defendant Information:

Form fields for Plaintiff/Defendant Information: First Name, Middle, Last Name, DOB, Last 4 digits of SS#

Case(s) Information:

Table with 4 columns: Case #, Complaint #, Date of Incident, Type of Charge. Two rows for case information.

Requested Document(s):

- Requested documents: Complaint, Sentencing Documents, MVD Abstract, Notice of Appearance/Appointment of Counsel, Waiver of Counsel, Sentence and Judgment form, Receipt Summary, No Record Found Letter (NIS), Other

Requestor Information:

Requestor Information fields: Name, Address, City, State, Zip, Daytime Phone

Best contact number: (Calls are made during normal business hours)

I certify that the specific use of these documents is for personal non-commercial use. "Commercial use" means the use of a public record for sale or resale, or for solicitation.

By signing or by electronic submission, I acknowledge that payment must be paid in full prior to the court releasing records.

Requestor Signature and Date fields

COURT USE ONLY:

Table for Court Use Only with columns: Service, Amount Charged. Rows for Clerk fee, Copy fee, Audio CD's, Certification fee, and TOTAL AMOUNT DUE.

CC Initials, Date Received, CC Initials completed, Date Completed