

City of Nogales Municipal Court Santa Cruz County, State of Arizona	Request Date	Preferred Delivery ☐ Pick Up ☐ US Mail
R Gilliland Presiding City Magistrate Records Request Form	Request Needed By	☐ Fax ☐ Email ☐ On-Site Review

PART A: Requestor Identification

Last Name	First Name	Middle Initial
Address		Daytime Telephone # (Include Area Code)
City	State	Zip Code
Fax/Email (Optional)		

PART B: Information Request for the Following Individual

Last Name		First Name	Middle Initial
Date of Birth	Case/Docket Number	Citation Number	

PART C: I am Requesting Copies of the Following Documents

☐ Copy of Citation/Complaint ☐ Sentencing Minute Entry ☐ MVD Abstract ☐ Notice of Appearance Appointment of Counsel	☐ Copy of Dismissal ☐ Plea Proceedings ☐ Waiver of Counsel ☐ No Record Found Letter	☐ Proof of Counseling ☐ Proof of Community Service ☐ Case Summary Report ☐ Final Disposition/Compliance Letter
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PART D: I am Requesting

☐ Copies Only (\$17 Research and Locate Fee plus \$0.50 per page) ☐ Certification (\$17 in addition to \$17 Research and Locate Fee and \$0.50 per page fee) ☐ Audio CDs (\$17 per CD) ☐ View Only (\$17 Research and Locate Fee. By appointment only, 8:00 AM – 4:00 PM, Mon – Fri)

* _____ I acknowledge that these documents are for personal, non-commercial use. I am aware
(Initials) that undeclared commercial use is prohibited per Arizona Revised Statute § 39-121.03

All requests for public records will be processed within (4) four business days. Per Rule 123 of the Rules of the Supreme Court of Arizona, all confidential/closed records will be removed prior to viewing a case and/or redacted prior to making any of the requested copies.

Per Rule 29 of the Rules of the Supreme Court of Arizona, and the Supreme Court Records Retention and Disposition Schedule, records for criminal offenses which were adjudicated and completed more than 5 years ago may not be available. DUI and domestic violence offenses adjudicated and completed more than 8 years ago may not be available and civil traffic offenses adjudicated and completed more than 1 year ago may not be available.

For Court Use Only:		
Date/Time Request Completed:	Staff (Initials):	Total Amount Paid:

* **NOTE:** "Commercial Use" means the use of a public record for sale or resale, or for solicitation.