

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.

Fees: (Pursuant to A.R.S. §22-404)

- Copy Fees - \$17.00 minimum clerk fee + .50¢ per page
- Certification Fee - \$17.00 minimum clerk fee per certification + copy fees

Payments:

The \$17 minimum clerk fee **must be paid prior** to beginning your request. Payments may be made online (credit card), by mail (money order or check), or in person (credit card, money order, check, or cash).

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.

If filing by mail:

Mail the completed form to Flagstaff Municipal Court, 101 W. Cherry St., Flagstaff, AZ 86001. (Include NCourt receipt number, money order, or check.)

If filing by email:

Complete the form and click the SUBMIT button at the bottom of the page. (Must include NCourt receipt number)

If filing in person:

Bring the completed form to the Flagstaff Municipal Court located at 101 W. Cherry Ave. in Flagstaff.

Complete the form below:

Please choose one or more of the options below:

☐ Copies Only ☐ Certification

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

☐ Mailed ☐ Pick-Up

Plaintiff/Defendant Information:

_____/_____/_____
First Name Middle Last Name DOB: (MM/DD/YYYY)

Case Information:

Case / Complaint # Date of Incident Type of Charge

Requestor Information:

Name _____ NCourt Receipt # _____

Address _____

City, State _____ Zip _____ Daytime Phone Number: #: (____) ____ - _____