

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO**

**Tani G. Cantil-Sakauye Sacramento County Courthouse**  
500 G Street, Sacramento, CA 95814  
Tel. 916-874-5522

**REQUEST FOR COPIES OF CIVIL RECORDS**

**Name of Requesting Party:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Case Name:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_

**Hold Records for pick up/review**

**Mail Records to:** \_\_\_\_\_

*Cases filed before November 2007 are kept at an off-site retention facility and take approximately 10 business days to be delivered to the main courthouse. This request will be processed within 5 business days of the file arriving from the records retention facility.*

Document Date (If Known)	Document Title	Regular Copy	Certified Copy	Exemplified Copy

Copy fees are as follows:

Standard Copy    \$ .50 per page  
 Certified Copy    \$40.00 per certification + \$.50 per page  
 Exemplified Copy    \$50.00 per exemplification + \$.50 per page  
 Records Search Exceeding 15 minutes    \$15.00

Payment must be submitted at the time the request is made. Checks must be payable to the Clerk of the Court for the amount of fees (if known) or indicate in the note section "not to exceed" a specified dollar amount.

Pursuant to Government Code Sections 70627 and 70633, All FEDERAL and government agencies within CALIFORNIA are exempt from copy fees. All city, county, or state agencies outside of California shall be charged fees for regular copies and certified copies.

Fees enclosed     Fee Waiver on File     Government Agency Exempt from fees