

# SUPERIOR COURT OF CALIFORNIA COUNTY OF ALAMEDA

George E. McDonald Hall of Justice

2233 Shoreline Drive, Alameda, CA 94501

Phone: (510) 891-6005 Website: <http://www.alameda.courts.ca.gov>



## CIVIL RECORDS REQUEST INFORMATION

### Request via Mail or In-Person:

SUPERIOR COURT OF CALIFORNIA  
ATTN: Records Management  
2233 Shoreline Drive,  
Alameda, CA 94501

Hours: 8:30AM - 3:00PM

### Accepted forms of payment:

Mail-In - Check or Money Order

In-Person - Cash, Credit Card, Check or Money Order

### Check Instructions:

- Make payable to "Clerk of the Court"
- Check must display Requestor's Name and Address.
- Do not fill in the amount unless you have been advised to do so.
- Include "NOT TO EXCEED \$75" in memo line.
- Once determined, the amount will be filled in on the check and a receipt will be mailed back with your request.

<i>Your Name</i>	_____	<i>Date</i>	20 ____
<i>Your Address</i>	_____		
PAY TO THE ORDER OF	<i>Clerk of the Court</i>	\$	<i>Leave Blank</i>
	<i>Leave blank</i>	_____	DOLLARS
MEMO	<i>NOT TO EXCEED \$75</i>		<i>SIGN HERE</i>
	Ⓜ 234567890 Ⓜ		Ⓜ 7890 Ⓜ 5673 Ⓜ

### Fees:

Copies per page - \$.50

Search fee (if no case number) - \$15.00

Certified copy of Divorce Decree (if needed) - \$15.00 + \$.50 per page

Certified copy of all other documents (if needed) - \$40.00 + \$.50 per page

Exemplification (if needed) - \$50.00 + \$.50 per page

File retrieval fee if the document is stored at an off-site storage facility - \$10.00

### Other Important Information:

- Mail-In requests MUST include a prepaid self-address return envelope of sufficient size and postage (USPS or FedEx only).
- In-Person - Documents stored offsite will not be available same day.
- Requests will NOT be processed without pre-payment.
- If balance is due, payment must be made prior to release of records.
- Incomplete requests will NOT be processed.
- Failure to reach you at the number provided may result in additional processing delays and or fees.
- Marriage, Birth and or Death Certificates are NOT available at the Court. Please go to [www.acgov.org](http://www.acgov.org)

For all other inquires, please go to <http://www.alameda.courts.ca.gov/Pages.aspx/Court-Records-1->

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### CIVIL RECORDS REQUEST FORM

#### 1. CONTACT INFORMATION

Name: \_\_\_\_\_ Agency (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### 2. REQUEST INFORMATION Civil Family Probate

Case #: \_\_\_\_\_ Year Petition/Complaint Filed: \_\_\_\_\_

Name of Party 1: \_\_\_\_\_ Name of Party 2: \_\_\_\_\_

Naturalization - Origin Country: \_\_\_\_\_ Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name Change - Birth Name: \_\_\_\_\_ New Name: \_\_\_\_\_ Date: \_\_\_\_\_

Probate - Date of Death: \_\_\_\_\_ Type of Document: \_\_\_\_\_

Divorce Decree  Other: \_\_\_\_\_

#### 3. ITEM REQUESTED Plain Copy Certified Exemplification Search Only

#### 4. DELIVERY Call when available View Only Mail \*must provide self-addressed stamped envelope

#### COURT USE ONLY

<input type="checkbox"/> Search	\$15.00
<input type="checkbox"/> Copy Fee	\$0.50 x _____ pages = \$ _____
<input type="checkbox"/> Certification	\$40.00
<input type="checkbox"/> Certified Dissolution	\$15.00
<input type="checkbox"/> Exemplification	\$50.00
<input type="checkbox"/> Offsite Storage Retrieval Fee	\$10.00
<input type="checkbox"/> Other: _____	\$ _____
TOTAL	\$ _____
PAID	\$ _____
BALANCE DUE	\$ _____

Received on: \_\_\_\_\_

Ordered from Storage: \_\_\_\_\_

Box Quantity: \_\_\_\_\_

Volume Quantity: \_\_\_\_\_

Box #: \_\_\_\_\_

Index Range: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Available on: \_\_\_\_\_ FILES WILL ONLY BE HELD FOR FIFTEEN (15) DAYS FROM THIS DATE

Mailed On: \_\_\_\_\_

Picked up by: \_\_\_\_\_ Date: \_\_\_\_\_