

**REQUEST FOR ARCHIVED HARD COPY FILES
OR FILES ON MICROFILM / CD ROM**

Important, please read: To request a file that has been archived (typically 10 years back) for review or to make copies, requires a \$25.00 research fee, even if you are party of record. All requests that may require more extensive research will be charged an additional \$25.00 per hour search fee. If the search extends beyond the 1-hour limit, \$25.00 for each additional hour will apply. Payment for file requests must be made in advance, to include the first charge of \$25.00, plus any additional associated charges, i.e. copy fees, certification, etc.

A team member from File Management will meet with you and discuss earliest availability of your request and the initial amount due, payable to the clerk at the counter. If our staff person is not able to commit to a specific date due to age of the file, you will be notified by phone when your file is available. Out-of-State requests require S.A.S.E. and payment with certified funds only.

Please provide as much information as possible about the case you are requesting.

DEFENDANT / PARTY NAME: _____

PARTY'S DATE OF BIRTH: _____

CASE NUMBER: _____

DATE OF CASE FILING OR OFFENSE: _____

CITATION NUMBER: _____

CASE TYPE / OFFENSE: _____

Name of Requestor (please print)

Daytime phone number

Date available for review: _____

Clerk: _____

Mail Request To:
Clerk of Court - Douglas County
4000 Justice Way Suite 2009
Castle Rock, CO 80109-7543