Adams County

REQUEST TO INSPECT OR COPY JUDICIAL RECORDS

Date : _____ **Your Name:** _____ **Business Name:** _____

Current Phone #: _____ **Mailing Address:** _____

_____

Email address: _____ **- (Only if you want documents emailed back to you)**
(Please print legible and be specific about upper and lower case)

YOU MUST PROVIDE THE FOLLOWING:

CASE NO.:	CASE NAME:	HEARING DATE:	NAME OF DOCUMENT:	AUDIO CD REQUEST (courtroom & time)

PLEASE CHECK THE BOX THAT APPLIES:

☐ **View File** (I.C. 18-3202)

☐ **Audio copy of court proceedings**

- $5.00 per CD (each CD contains approximately 60 minutes – number of CD's will depend on length of hearing)
- District Court hearings prior to 2006 – contact the Court Reporter for that hearing

Magistrate/District Judge Approval: _____

☐ **Copy of Court Documents** **($1.00 per page)** (I.C. 31-3201) ☐ Mail ☐ Email ☐ Pick-up

Certify Document (please circle) – YES NO

- Certification is an additional $1.00 per document

☐ **Sealed Cases**

Photo Identification is required (a copy will be made of the Identification)
The corresponding judge will sign for approval with file
Identification will again be required to have documents/audio picked up.

Magistrate/District Judge Approval: _____

****If file is not accessible when requested, Party will be notified within three (3) working days from the requested date or within ten (10) working days to locate file****

_____ Printed Name

_____ Signature

_____ Date and Time

_____ amount due for copies

_____ amount received

You will be called or emailed when your request is ready to pick up.
Call if you have any questions: (208) 253-4102 or (208) 253-4561

Additional Information: _____

_____

_____

CLERK TAKING REQUEST: _____ **DATE REQUEST MADE:** _____

2/01/2013