

**REQUEST TO INSPECT OR COPY JUDICIAL RECORDS**

**Date Requested:** \_\_\_\_\_ **Clerk Taking Request:** \_\_\_\_\_

<u>Case #</u>	<u>Party Name</u>	<u>Case #</u>	<u>Party Name</u>

**Requestor Name:** \_\_\_\_\_ **w/** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **or** \_\_\_\_\_

**PARTY WILL BE NOTIFIED WITHIN 3 WORKING DAYS OF ACTION BEING TAKEN, CLERK'S OFFICE WILL ATTEMPT TO LOCATE THE FILE WITHIN 10 WORKING DAYS.**

**View and/or**  **Copy of:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*\*\*Request sheet must be signed when file is viewed\*\*\*\*\***

<b>Party viewing file:</b> _____	_____	_____
	Signature of Viewer	Date Viewed

**\*\*\*\*\*Portion to be filled out by Clerk's Office\*\*\*\*\***

**Location:** RRC  Civil Files  Judge/Other  \_\_\_\_\_

**Date/Time Ordered from RRC/other:** \_\_\_\_\_

**Contacts:**

1. **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Clerk:** \_\_\_\_\_

**Called/Message/etc.:** \_\_\_\_\_

2. **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Clerk:** \_\_\_\_\_

**Called/Message/etc.:** \_\_\_\_\_

3. **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Clerk:** \_\_\_\_\_

**Called/Message/etc.:** \_\_\_\_\_

Please Circle/Initial When Completed: Viewed Copies made Returned to location

**\*\*FILE WILL BE HELD FOR ONE WEEK ONLY\*\***