

# REQUEST TO INSPECT OR COPY JUDICIAL RECORDS

Fax: 208-287-6919 (or) Mail to: Ada County Court Clerk's Office,  
Attn: Criminal Records Desk, 200 W. Front St., Boise, ID 83702

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

Case #

Party Name

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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 (documents requested): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Party viewing file: \_\_\_\_\_

Signature of Viewer

Date Viewed

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

Location: RRC  \_\_\_\_\_ Criminal Files  Laserfiche  Film  Appeals

Judge/Other  \_\_\_\_\_ Date E-Mailed:  \_\_\_\_\_

.....  
**Contacts:**

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

Called/Message/etc. \_\_\_\_\_

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

Called/Message/etc. \_\_\_\_\_

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

Called/Message/etc. \_\_\_\_\_

.....  
**Please Check:**  Viewed  Copies Made  Returned to Location  Hold, Returning to View

**Initial when completed:** \_\_\_\_\_ **Date completed / Notes:** \_\_\_\_\_

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