

REQUEST TO INSPECT OR COPY JUDICIAL RECORDS

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

Date Requested: _____ Clerk Taking Request: _____

Case #

Defendant/Party Name(s)

1. _____
2. _____
3. _____
4. _____
5. _____

Requestor Name: _____ w/ _____

E-Mail: _____ Phone Number: _____

**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 (list out documents requested): _____

Request sheet must be signed when file is viewed

****Please sign at time of viewing****

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. _____

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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** *****