

REQUEST TO INSPECT OR COPY JUDICIAL RECORDS

Fax: 208-287-6919 (or) Mail: Ada County Court Clerks Office,
Attn: Civil Copy Desk, 200 W. Front St. Boise, ID 83702

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 *******

Party viewing file: _____

Signature of Viewer

Date Viewed

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

Location: RRC _____ Civil Files _____

Judge/Other _____ Date Emailed: _____

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 Done/Notes: _____

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