

TRIAL COURT ADMINISTRATION
FOURTH JUDICIAL DISTRICT



Public Records Request Form

Date Submitted:
Name:
Mailing Address:
Email Address:
Phone Number:

Public Records Request (you must be specific – “The request must clearly identify each record requested so that the custodian can locate the record without doing extensive research and continuing requests for documents not yet in existence will not be considered.” I.C.A.R. 32(j)(1)):

Before submitting your request, you should review the Guidelines for Requesting Records from the Trial Court Administrator, which is available online: <https://adacounty.id.gov/judicial-court/>.

If no additional information is required and the requested record is available and subject to disclosure, you will be sent an itemized estimated cost of the fees for complying with the request.

You must pay the estimated fees in advance. If you do not pay, your request will not be fulfilled.

If you would like to seek a fee waiver, you must complete and return the fee waiver request form, which is also available online: <https://adacounty.id.gov/judicial-court/>.

Return form to:
Trial Court Administration
200 W. Front St.
Boise, ID 83702
Email: TCA@adacounty.id.gov