



**Superior Court of California  
County of Siskiyou**

311 Fourth St, Room 206 Yreka, CA 96097

Fax: Criminal/Traffic (530) 842-8178

Civil/Family Law (530) 842-0191

**Request for Records/Search/Copies  
(A separate form required for each search request)**

Before your request will be processed, payment must be received as well as a self-addressed stamped envelope with adequate postage to mail the copies back to you. Please complete the below information and check the box for the case type of your search request.

Date: \_\_\_\_\_

Criminal

Civil

Family Law

Name, Address & Telephone #:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Case Number (if known) \_\_\_\_\_

Case Name \_\_\_\_\_ Date of birth: \_\_\_\_\_

The date of violation/arrest \_\_\_\_\_

Charges \_\_\_\_\_

Name the documents you need copied (ex., Complaint, Judgment, Order for Dismissal, Plea Waiver, or Minute Order, when requesting a copy of a Minute Order please include date of hearing. List document/s below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Self-addressed, stamped envelope enclosed

Debit or Credit Card Information Enclosed or  
(Visa or Mastercard Only)

Check, cashier's check or money order enclosed

**Fee Schedule:**

Record Search Fee (Any search that takes longer than 10 minutes)	GC 70627(c)	\$15.00
Copy Fee	GC 70627(a)	\$ .50 per page
Certified Copy of marriage or domestic partnership dissolution record	GC 70674	\$10.00 or \$15.00 (Public Agency or Private)
Certified Copy of all other documents	GC 70626(a)	\$40.00 per document
Exemplification of record or document on file	GC 70628	\$50.00

Most requests will be processed within 10 working days, after we have received your request and proper payment.

To assist in conducting the search, you may want to check the Court's web site at [www.siskiyou.courts.ca.gov](http://www.siskiyou.courts.ca.gov), click case information. If you cannot find the case under case information, then you will need to contact the court. Each docket entry listed is either a court hearing date or a document filed with the court.

If you are requesting documents for a licensing agency or because you have applied to become a U.S. Citizen, it is likely you will need certified copies. Be sure to ask the agency requesting the information exactly what documents are needed and if certification is required. The clerk cannot determine what documents are required. The Court does not provide copies of police reports.