

**Superior Court of California  
County of Siskiyou**

311 4th St, Room 206 Yreka, CA 96097  
(530) 842-8182 Fax (530) 842-8339



**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. Please check the box for the case type of your search request.

Date: \_\_\_\_\_  Criminal  Civil  Family Law

Name, Address & Telephone #:

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

Please provide the following information, so we may process your request:

1. Case Number (if known) \_\_\_\_\_
2. Name \_\_\_\_\_ Date of birth: \_\_\_\_\_
3. The date of violation/arrest \_\_\_\_\_
4. Location of arrest \_\_\_\_\_
5. Charges \_\_\_\_\_
6. Name the documents you need copied (ex., Complaint, Judgment, Order for Dismissal, Minute order dated on \_\_\_\_\_, and Plea Waiver.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Self addressed, stamped envelope attached

Check or money order enclosed

**Possible Fees and Authority Follow Below:**

Preparing a copy of any record, proceeding or paper on file (per page)	GC 70627(a)	\$0.50
Search fee, if over 10 minutes	GC 70627(c)	\$15.00
The following are additional to copies:		
Certifying any copy of paper, record, or proceeding on file	GC 70626(a)(4)	\$ 25.00
Exemplification of record or other paper on file	GC 70628	\$20.00
Document authenticated pursuant to court order (per signature)	GC 70629	\$15.00

If you do not know how many pages your document will be, you may wish to send a check made payable to “Superior Court Siskiyou County” with the dollar amount blank and write on the check at the bottom “not to exceed” whatever amount you estimate your total will be. Please contact the court to learn if there is a balance owed. Most requests will be processed within 10 working days, after we have received your request and proper payment.

To assist us in conducting the search, you may go to the Court’s web site, [www.siskiyou.courts.ca.gov](http://www.siskiyou.courts.ca.gov), run a case search on your name, and identify your case number, if your case was started 1995 or later. Double click on the black bar with the case number, to open Case Proceedings and scroll the proceedings. Each proceeding is either a court hearing date, a document filed with the court or a date when an action took place. This will give you an idea of how many documents you might want to request.

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 you provide this information exactly what documents are needed and if certification is required. The clerk will not determine what documents are required.

The Court does not provide copies of police reports.