

**Print or Type Only**

Requested by:

Action No.

Daytime Phone No.

Date

**Plaintiff(s)  
Full Name**

**VS.**

**Defendant(s)  
Full Name**

**Request for:**

**Search**

**View File: Action No.:**

**Photocopies Requested of:**

Civil Claim     Certificate of Judgment

Other:

**Certified Copy of:**

Certificate of Judgment

Other:

**PLEASE PROVIDE**

list of action numbers     list of documents on file(s)     certification

photocopies of the following documents on each action

**FOR OFFICE USE ONLY**

	Search fee at \$ 10.00 (includes inspection of one file)	
	Inspect file at \$ 10.00	
	Certification of a document at \$ 10.00	
	Photocopies per page at \$ 1.00	
	<b>Total fees payable</b>	<b>\$</b>

CASH REGISTER VALIDATION(S):

Completed on: \_\_\_\_\_

Completed by: \_\_\_\_\_