

**CLERK OF SUPERIOR COURT
CHRISTINA SPURLOCK, CLERK**



RECORDS REQUEST FORM

A. Person Requesting Documents	
Name:	
Law Firm/Self:	
Address:	
City, State:	
Zip:	
Telephone:	
E-Mail Address:	

B. Party & Case Information	
Case Number(s):	
Party 1 Name:	DOB:
Party 2 Name:	DOB:
Date of Marriage: <i>(If Requesting ML Abstract)</i>	
<input type="checkbox"/> ADA Accommodation Request	

C. Type of Request
<input type="checkbox"/> Copies (\$\$.50 per page printed + mailing / or emailed)
<input type="checkbox"/> Paper Certification (\$35.00 per document, + copies & mailing)
<input type="checkbox"/> Electronic Certification (\$35.00, + copies)
<input type="checkbox"/> Marriage Abstract (\$35.00 per document + mailing)
<input type="checkbox"/> Authentications (\$105.00 per document, + copies & mailing)
<input type="checkbox"/> Exemplifications (\$70.00 per document, + copies & mailing)
<input type="checkbox"/> Hearing or Case File – Emailed Only (\$35.00 each)
<input type="checkbox"/> Hearing or Case File – CD (\$41.00 each + mailing)
<input type="checkbox"/> Continued Hearings – CD/Emailed (\$6.00 each + mailing for CD)
<input type="checkbox"/> Transcripts (Please contact the Clerk's Office for Further Assistance)

D. How do you want to receive your request?
<input type="checkbox"/> Emailed (No Additional Charge)
<input type="checkbox"/> Mailed (Add \$8.00 or provide a Self-Addressed Stamp Envelope)
<input type="checkbox"/> Faxed (Add \$8.00)
<input type="checkbox"/> Pick up – Please select a location below (No Additional Charge)
<input type="checkbox"/> 415 E. Spring Street Kingman, Arizona
<input type="checkbox"/> 2001 College Drive, Lake Havasu City, Arizona
<input type="checkbox"/> 2225 Trane Road, Bullhead City, Arizona

E. Request(s) (Required Field)			
Description of item(s) requested:			
Filing or Hearing Date(s):		Quantity:	

F. To Submit request:
<p align="center">Electronically: Click the submit button below to e-mail request or save a copy and email your request to clerkofcourt@mohavecourts.com</p> <p align="center">Mail: Print form and mail to: Clerk of Superior Court / Research Department, P.O. Box 7000 Kingman, Arizona 86402-7000</p> <p align="center">Fax: Print and fax form to: Clerk of Superior Court/ Research Department (Fax 928-718-4930)</p>

G. Payment Options:
<p align="center">US Postal Service: Mail check or money order/payable to: Clerk of Superior Court Attn: Research Department P.O. Box 7000 Kingman, Arizona 86402 – 7000</p> <p align="center">Phone: We accept Visa, MasterCard and American Express. (2.39 % Convenience fee for all credit card payments) Call (928) 753-0713</p>

Submission Note: If you are using Outlook on your PC, clicking the "**Submit**" button will submit your form. If you are using an internet mail service on your PC such as Gmail or Yahoo mail, click the "**Save**" button and save a copy of this form on your PC. Then go to your e-mail, create a new message, attach the form, and send it to clerkofcourt@mohavecourts.com. **Please contact us at 928-753-0713 if you do not hear back from us within 3-5 business days.**