

REQUEST TO RETRIEVE RECORDS IN STORAGE

Case Type	Case Number
Felony	
Misdemeanor	
Traffic	
Civil	
Dom Rel	
Probate	
Small Claims	
FED	

Case Name	
-----------	--

Requested by			
	Name	Company/Unit	Phone No.

Today's Date:	Date Needed:
---------------	--------------

Special Instructions:

** If the request for retrieval is incomplete, we may not be able to process your request **

**** Records will be held for 3 business days before being returned to storage ****

Please Check One:

- Public Request
 Court
 Mail Request
 Title Co.