

CLATSOP COUNTY STATE COURT COURT FILE OR AUDIO COPY REQUEST FORM

NOTICE OF RETRIEVAL TIME: Please allow **5 business days** from receipt of your request. If the file is more than 10 years old or you are requesting a large amount of data, additional time may be required for retrieval.

Requestor Information <small>(All Information Required)</small>	Date & Time of Request: _____ (PLEASE PRINT) Name: _____ Mailing Address: _____ City, State, Zip: _____ E-mail Address: _____ Contact Phone: _____
---	---

Document Copies or File Retrieval	Case Number: _____ Case/Parties' Name: _____ Year of Filing: _____ Action Requested: <input type="checkbox"/> Copies <input type="checkbox"/> File Retrieval only Copy Delivery Method: <input type="checkbox"/> Pick Up <input type="checkbox"/> US Mail (postage costs will be added) <input type="checkbox"/> E-Mail Document(s) Requested (Describe documents to be copied): _____ <input type="checkbox"/> Supplemental Information form Requesting Access to Juvenile Court Case – attached
--	---

Audio Copies	<p><i>Copies of court proceedings will be electronically delivered using a secure website unless otherwise specified. The "For The Record" Player software is required to playback courtroom recordings.</i></p> Case Number: _____ Case/Parties' Name: _____ Date/Time of Proceeding: _____ Type of Proceeding: _____ Judge or Courtroom: _____
---------------------	---

Fees	<p>** ALL FEES MUST BE PAID <u>PRIOR</u> TO DISTRIBUTION **</p> <p>A retrieval fee of not less than \$1.00 is applicable for any files or recorded media not located on the main floor. The fee is non-refundable but will be credited toward duplication costs. The Circuit Court fee schedule is available at http://www.courts.oregon.gov/Pages/fees.aspx</p>
-------------	---

FOR COURT USE ONLY				
RECEIVED BY:		NUMBER OF PAGES:		AMOUNT DUE:
COMPLETED BY:		CONTACTED:		AMOUNT PAID:

You may remit this form in one of the following ways:

In Person: Clatsop County Circuit Court,
749 Commercial Street Astoria, OR 97103

By US Mail: Clatsop County Circuit Court
P.O. Box 835
Astoria, OR 97103

Email:
Copy.Clatsop@ojd.state.or.us

By Phone or Fax:
Phone: 503.325.8555
Fax: 503.325.8677