

MALHEUR COUNTY STATE COURT

COURT FILE OR AUDIO COPY REQUEST FORM

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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 <input type="checkbox"/> Certified Copies 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): _____ <hr/> Costs for copies: \$0.25 per page, Certified copies: \$5.00 per Certification, Exemplification: \$10.00
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Audio Copies	<p><i>Copies of court proceedings will be electronically delivered using a secure website (SFTP) 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: _____
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Fees	<p>** ALL FEES MUST BE PAID <u>PRIOR</u> TO DISTRIBUTION **</p> <p>Retrieval fee is applicable for any files or recorded media not located on the main floor. The fee is non-refundable but may be credited toward duplication costs. Files are available for viewing for 14 days. The Circuit Court fee schedule is available at http://www.courts.oregon.gov/Documents/CircuitCourtFeeSchedule.pdf</p>
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You may remit this form in one of the following ways:

In Person: Malheur County Circuit Court,
251 B. Street West, Vale, OR 97918

Email: mal.records.requests@ojd.state.or.us

By US Mail: Malheur County Circuit Court
251 B Street West, Suite 3
Vale, OR 97918

By Phone or Fax:
Phone: 541-473-5171
Fax: 541-473-2213