Clear Form

Email Form

7TH JUDICIAL DISTRICT OF THE STATE OF OREGON
COUNTY OF WASCO

CLERK INITIALS:_____

QUOTED COST: $ _____

Wasco County Circuit Court, P.O. Box 1400, The Dalles OR 97058

PUBLIC RECORDS REQUEST FORM

Date of Request:_____ Format/Delivery: ☐ Email ☐ Print ☐ Pick Up ☐ Mail

NOTE: Payment must be received in full before copies will be made/sent. For requests/quotes, please mail this form to the above address or by email to: **wasco@ojd.state.or.us**
Requests will be acknowledged within 5 business days and may take up to 15 business days to process.

Requestor's Contact Information:

Name:	
Address:	
Phone:	
Email:	

File/Case Information:

Names to Search:		Date of Birth:	Date of Death:
Case Numbers:		Case Type and Year Case filed:	

Documents Requested (include document title or any other identifying information such as date or description of what they contain so we can properly identify the documents you need):

☐ General Judgment / Decree ☐ Starting or Charging Documents (Complaint, Indictment)
☐ Case Summary ☐ Regular Copies ☐ Supplemental Judgments
☐ Entire Case file (all documents) ☐ Certified Copies ☐ Exemplified Copies
☐ OTHER documents or info, e.g., if only specific documents required Certified/Exemplified, indicate which. (Please describe other documents, approximate date document filed, etc.):

☐ Audio Recording of Hearing or Trial (include as much hearing information as known): ☐ CD ☐ Email

Case #	Hrg Date	Court Room	Start Time	End Time	Event #

Payment Options: ☐ Cash ☐ Check or Money Order payable to: **State of Oregon**
☐ Credit/Debit (payment can be taken by phone; no American Express)

Costs: (If mailed, actual postage costs apply unless stamped, self-addressed envelope provided).

Format of Records	Per Printed Page	Email Delivery
Scanned File (PDF)	$0.25 per page + actual postage costs	No per page fee; $3.00 per case
Non-Scanned File	$0.25 per page + actual postage costs	$0.20 per page
From Microfilm	$0.45 per page + actual postage costs	$0.45 per page
Facsimile (send or receive)	$2 for 1st page; $1 per each additional page	N/A
Audio Recording	On CD: $10 per case + $2 postage to mail	$9 per case
Additional costs:	$5 per certified document; $10 per exemplified document	