

7TH JUDICIAL DISTRICT OF THE STATE OF OREGON**CLERK INITIALS:** _____**COUNTY OF** _____**QUOTED COST:** \$ _____

Choose an item.

PUBLIC RECORDS REQUEST FORM

Date of Request: _____

Format/Delivery: ☐ Email ☐ Print ☐ Pick Up ☐ MailNOTE: 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: **Choose an item.**

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 1 st 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	