

**6<sup>TH</sup> JUDICIAL DISTRICT OF THE STATE OF OREGON**    CLERK INITIALS: \_\_\_\_\_  
**FOR UMATILLA AND MORROW COUNTIES**  
**PUBLIC RECORDS REQUEST FORM**

Date of Request: \_\_\_\_\_                      Quoted Cost (Clerk to add): \$ \_\_\_\_\_  
(May require 2 – 4 weeks to process)             Quote emailed: \_\_\_\_\_ by \_\_\_\_\_

**Requestor's Contact Information:**

Name:			
Address:			
Phone: (Clerks will not call long-distance):			
Email:			

**File/Case Information:**

Names to Search:	Date of Birth:	Date of Death:
Case Type, Numbers and/or Year Case filed	*Describe charges/case type if Case # unknown	

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):

- Entire Case file (all documents) OR
  - Starting or Charging Documents (e.g., Petition, Complaint, Indictment)
  - Plea Petition
  - General Judgment (e.g., Divorce Decree or Judgment of Conviction or Dismissal)
  - Supplemental Judgments (e.g., Modification Judgments or Probation Judgments)
- OTHER documents or info, e.g., if only specific documents required Certified or Exemplified, indicate which. **(Please describe other requested documents, approximate date document filed, etc.):**

- Regular Copies       Certified Copies\*     Exemplified Copies\*
- \*NOTE: We are unable to email certified or exemplified copies at this time.
- Audio Recording of Hearing or Trial (include as much hearing information as known):

Case # or Description of Case/Hearing	Hrg Date	Court Room	Start Time

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

Format of Delivery	
<input type="checkbox"/> Emailed Files (PDF)	No per page fee; \$3.00 per case (large files sent as a secure link)
<input type="checkbox"/> Paper ( <input type="checkbox"/> Mail or <input type="checkbox"/> Pick up)	\$0.25 per page PLUS actual postage costs if mailed PLUS \$5 per certified document or \$10 per exemplified document
<input type="checkbox"/> Audio Recording (TheRecord Player format) (Free player download)	<input type="checkbox"/> Emailed \$9 per case; sent as a secure link that expires after 2 wks <input type="checkbox"/> On CD: \$10 / case (or per CD if too large for 1 CD) PLUS \$2 postage if mailed
<input type="checkbox"/> Fax (To send or receive)	\$2 for 1 <sup>st</sup> page; \$1 per each additional page

**PAYMENT REQUIRED** before copies will be made/sent. For a quote, provide email address or local phone #. We accept:  Visa/Mastercard (can be taken by phone)     Cash     Check/Money Order

**SUBMIT TO:** [Records.Request.6th.District@ojd.state.or.us](mailto:Records.Request.6th.District@ojd.state.or.us) (indicate which county)

Or Deliver personally or Mail to:

**Umatilla County Circuit Court**, 216 SE 4<sup>th</sup> St, Pendleton OR 97801
541-278-0341

**Morrow County Circuit Court**, 100 Court St / PO Box 609, Heppner OR 97836
541-676-5264