

# YAMHILL COUNTY CIRCUIT 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, additional time may be required for retrieval. Voluminous copies may also require additional time. **One copy request per case.**

<b>Requestor Information</b> <small>(All Information Required)</small>	Date & Time of Request: _____ (PLEASE PRINT)  Name: _____ Mailing Address: _____ City, State, Zip: _____ E-mail Address: _____ Contact Phone: _____
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<b>Document Copies or File Retrieval</b>	Case Number: _____ Case/Parties' Name: _____ Year of Filing: _____  Action Requested: <input type="checkbox"/> Copies <input type="checkbox"/> Certified Copies <input type="checkbox"/> Exemplified Copies Copy Delivery Method: <input type="checkbox"/> Pick Up <input type="checkbox"/> US Mail (postage costs will be added) eMail (may not be available for documents filed before June 2012). Document(s) Requested (Describe documents to be copied): _____
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<b>Audio Copies</b>	<div style="display: flex; justify-content: space-around; font-weight: bold; font-size: small;"> <span>eMail \$9</span> <span>CD for pick up \$10</span> <span>CD Mailed \$13</span> </div> Case Number: _____ Case/Parties' Name: _____ Date/Time of Proceeding: _____ Type of Proceeding: _____ Judge or Courtroom: _____
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**You may remit this form in one of the following ways:**

**In Person or by Mail :**  
 Yamhill County Circuit Court, Room 135  
 535 NE Fifth St., McMinnville, OR 97128

**Email: [yamcopyrequest@ojd.state.or.us](mailto:yamcopyrequest@ojd.state.or.us)**

**Questions: 503-434-7530**