

FEDERAL HEIGHTS MUNICIPAL COURT,
ADAMS COUNTY, STATE OF COLORADO
2380 W 90TH Avenue, Federal Heights, CO 80260

Plaintiff: People of the City of Federal Heights by and on
Behalf of the People of the State of Colorado
vs.

Defendant: _____

▲ COURT USE ONLY ▲

Ticket/Summons Number: _____

RECORDS REQUEST PURSUANT TO C.R.S. § 24-72-304, 24-72-305 AND 24-72-306

Please complete the request for records as completely as possible. Incomplete information may be insufficient for retrieval of the requested record. The Clerk of Court can restrict access to court files or portions of court files by authority granted in the Colorado Revised Statutes/Rules, Supreme Court Rules, Municipal court administrative orders/directives, and any other applicable legal authorities.

ORDERING PARTY INFORMATION

Party requesting records (PRINT): _____ Date: _____

Address: _____ Phone: _____

Email: _____

INFORMATION REQUESTED:

- | | |
|---|--|
| <input type="checkbox"/> Summons and Complaint | <input type="checkbox"/> Minute Orders/Judge's Notes |
| <input type="checkbox"/> Disposition/Plea Agreement | <input type="checkbox"/> Court Orders |
| <input type="checkbox"/> Sentencing Summary | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Register of Action | _____ |
| <input type="checkbox"/> Motions/Pleadings | _____ |

Under Colorado law, 18-8-114 C.R.S. (2010), it is a Class 2 Misdemeanor for any person to knowingly make a false entry or alter any public record or to destroy, mutilate, conceal, remove, or impair the availability of any public record. "Public Record" includes all official, books, papers, or records created, received, or used by any governmental office or agency. I understand that according to C.R.S 24-72-305.5, I am prohibited from using these records for the purpose of soliciting business for pecuniary gain.

I understand that payment must be made prior to records being provided.*

Signature of Requestor: _____ Date: _____

PROCESSING FEES AND INFORMATION

Research and Retrieval Fee: * \$33.58/hr.	\$ _____
Reproduction Supplies \$0.50 for CD and CD sleeve	\$ _____
Flash Drive: (\$10.00)	\$ _____
Copy Fee: \$0.25 per page. Number of Pages: _____ x \$0.25 (double-sided = 2 copies)	\$ _____
<small>(Account # 01360-103)</small>	
Fax Fee: \$1.00 per page. Number of Pages: _____ x \$1.00	\$ _____
Certified Copy: \$5.00	\$ _____
Transcript Deposit: ** Non-Trial: \$300 Trial: \$300 Jury Trial: \$600	\$ _____
TOTAL AMOUNT DUE:	\$ _____

* Upon full payment of processing fees, the court clerk's office will process your request and notify you of the date, time and location where the items requested can be inspected and/or picked up. Should less time be required you shall receive a refund; however, if more time is required you will be required to pay an additional research and retrieval charge. ** If the transcription cost is less than what is deposited, you shall receive a refund. If the cost is more than the deposit, you will be required to pay the additional cost before we release the transcript (\$2.75 per page). Please allow forty (40) days for transcripts.

Approved Denied by: _____ Date: _____
Court Clerk

No Such Record Exists Notes: _____ Provided by: _____ Date: _____