

# Request for Criminal Case Information

Superior Court of California, County of San Luis Obispo (Revised 06-16-2026)  
1050 Monterey Street Room 220, San Luis Obispo, CA 93408  
Phone Number: 805-706-3600

## Requestor's Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Defendant's Information (Please fill out a request for each defendant):

Defendant's Name: \_\_\_\_\_  
Case Number(s): \_\_\_\_\_

### The clerk's office cannot provide copies of:

•Police/arrest/incident reports • Transcripts • Warrants • Confidential documents as designated by law

## Please specify items to be copied: I need Certified Copies (\$40 per document charge)

- |   |  |
|---|--|
| <input type="checkbox"/> Case Summary (Party of record or agency required by law only*)   | <input type="checkbox"/> Protective Order              |
| <input type="checkbox"/> Complaint/Citation   | <input type="checkbox"/> Probation or Sentencing Order |
| <input type="checkbox"/> Disposition: Conviction/Plea/Tahl Waiver   | <input type="checkbox"/> PC1203.4/expungement order    |
| <input type="checkbox"/> Minute orders ( <i>for cases in court prior to 2014**</i> ). Please list hearing date(s): _____                          |  |
| <input type="checkbox"/> Entire File  |  |
| <input type="checkbox"/> Other specified documents. Please list document name and date, or attach a copy of docket identifying document(s): _____ |  |

\*For third party case summary requests please refer to [re:SearchCA](#)

\*\* The Court does not utilize minute orders for hearings occurring after 2014. Please view the case summary instead.

**Costs:** \$15 research fee, applies for each case or item stored off-site or requests taking more than 10 minutes.  
\$0.50 copy fee, per page (Case summaries are free to parties of record)  
\$40 document certification fee, per document or Case Summary

## Payment Options:

- I have enclosed a check for payment. (Make checks payable to SLO Superior Court, leave amount blank, and note in memo field "not to exceed \$" if you are unsure of the total cost.)
- I will pay online using a credit card. The clerk will contact you with the amount due and instructions for payment.
- I will pay in person at 1050 Monterey St, SLO, CA 93408 when the records are ready for pickup.

## Pickup Options:

- I wish to pick up the requested items. The clerk will call or email when request is ready for pick up.
- Please mail the requested items. Self-Addressed Stamped Envelope is required.
- Please email the requested items. My email is provided above.

**Mail Requests to:** San Luis Obispo Superior Court 1050 Monterey Street, Rm. 220, San Luis Obispo, CA 93408  
**OR**

**Email Requests to:** [SLOCRIM@SLO.COURTS.CA.GOV](mailto:SLOCRIM@SLO.COURTS.CA.GOV)

If an agency is requesting to obtain copies from the court, please include a copy of their letter with your request.