Request for Criminal Case Information

San Luis Obispo Superior Court (Revised 02-05-2020)
1050 Monterey Street Room 220
San Luis Obispo, CA 93408
Phone Number: 805-706-3600

Requestors Information:

Name: _____ Phone No: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Fill out one request for each defendant:

Defendant's Name: _____ Defendant's DOB: _____

Case Number(s): _____

The clerk's office cannot provide copies of:

Police/arrest/incident reports Transcripts Warrants Confidential documents as designated bylaw

Please check one:

- ☐ I wish to view the file only ($15 research fee applies for files stored off-site)
- ☐ I am requesting a copy of the case summary - **FREE** to the defendant or Attorney of record.

Specify items to be copied: ☐ I need Certified Copies **($40 per document charge)**

- ☐ Case summary
- ☐ Complaint/Citation
- ☐ Disposition: Conviction / Plea/Tahl Waiver
- ☐ Protective Order
- ☐ Probation or Sentencing Order
- ☐ PC1203.4/expungement order
- ☐ Sentencing contained on case summary for matters in court 2014 - present.
- ☐ Minute orders(*for cases in court prior to 2014*) or other documents (list date, or attach a copy of docket indicating documents need): _____

OR

- ☐ Entire File — contact the clerk's office prior to submitting a request for authorization/ confirmation.
  Other: _____

◯ **I wish to purchase copies of the items indicated above. I have enclosed a check for payment.**

- ☐ 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: _____

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

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 (including dockets)
$40 document certification fee, per document or docket

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

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.

OR

Email Requests to: SLOCRIM@SLO.COURTS.CA.GOV (the clerk will notify you with the amount due by email)

This Copy/ Record Request form is optional.