

WICKENBURG TOWN COURT • 155 N Tegner St., Ste B • Wickenburg, AZ 85390
REQUEST FOR COURT RECORDS

Please complete this form and provide as much information as possible to ensure that we provide you with accurate information. Use only one request form per defendant.

Full Name of Defendant: _____

Case Number (s): _____

Complaint Number(s): _____

Type of Charge(s): _____

Date of Charge(s): _____

Proceeding Date(s): _____

*****Please clearly mark what type of record(s) you are requesting.*****

I REQUEST: ☐ View Only: No fee – View at Court From 7am-5:30 p.m Mon-Thur

☐ Copies Only (\$17 research fee + \$.50 per page)

☐ Audio CDs (\$17 per CD)

☐ Certification of Document (\$17 per certification + \$.50 per page)

☐ MVD Abstract (\$17 after the 1st Issuance)

COPY OR CERTIFICATION OF THE FOLLOWING DOCUMENT(S):

☐ Complaint

☐ Notice of Appearance of Counsel

☐ MVD Abstract

Plea Proceedings

☐ Judgment of Guilt

☐ Sentence Information

☐ Waiver of Counsel

Name/Address Info

Other (specify) _____

Requested by: _____

Mailing Address: _____

Telephone No.: _____

IMPORTANT! Choose an Option.

☐ I will pick up at the counter.

You must leave a phone number

☐ Mail the results to me.

You must provide a complete address

Please Note: This request will not be processed without the following information:

☐ Personal, non-commercial use. I am aware that undeclared commercial use is prohibited.

☐ Commercial use. I certify that the specific use of these documents is: _____

Note: Fees must be paid prior to the release of any records. The Wickenburg Town Court works diligently to complete records request within 5 business days of receiving your request, but achieving that goal is not always possible. A.R.S 22-404B provides that a minimum clerk fee of \$17 be charged for research in locating a document or for duplication of an audio record. A.R.S. 22-404B also provides for a per page fee of \$0.50 for copies of documents. Pursuant to Supreme Court guidelines criminal records more than 5 – 8 years old and civil traffic records more than 1 year old may not be available. Requests not picked up within 7 calendar days shall be destroyed with no refunds.

Court Use Only

Completed by: _____ on _____

TOTAL DUE: _____