

NOTICE

Records request could take **3 business days** depending on the type of request and the location of documents.

If the Records Custodian determines more than 3 business days is necessary to locate the record, you will be notified. Please make sure there is a phone number or email you can be reached at. You will be notified when your request is ready for pick up.

You may be denied access to cases/records that are sealed.

Some records could have redacted information due to Idaho Court Administrative Rule (I.C.A.R.) 32.

Some records could be missing documents due to the age and legal limitations on what documents are to be kept.

There are fees associated with requests that **must** be paid before you receive your documentation or audio.

- \$1.00 per page
- \$1.00 per document for certification
- \$10.00 per Audio CD – possible additional costs
- 3.5% credit/debit card fee (IC 31-3221)

Return the completed form to the Elmore County Courthouse
OR
Email it to ElmoreRecordsRequest@elmore.idcourts.gov

RECORDS REQUEST FORM

Requester's Name: _____ Date Submitted: _____

Mailing Address: _____ Phone No: _____

Email Address: _____

Request for: Documents Certified Documents FTR Audio

Preferred Delivery Method: Pick-Up Email Mail (additional postage fees apply)

Case No.: _____

Case Name: _____

Case Type(s):

- Divorce w/Children Divorce w/o Children Child Support/Custody
- Adoption/Termination Guardianship/Conservatorship Juvenile
- Civil Protection Orders Criminal Other: _____

Specific Documents Requested (with file dates) / Hearing Dates for Audio: _____

Reason for Request/Relation to the Case (Required on exempt, sealed, or otherwise confidential cases/documents): _____

By submitting this judicial records request, I certify that I will not use the disclosed information for an illegal purposes.

Date: _____

Sign: _____

Clerk's Office Use Only Below Line

Judge Review Necessary

Request Granted for: Copies View Only Audio OR Request Denied

Judge's Comments: _____

Date: _____

Sign: _____

Action taken by (Deputy) Clerk:

Identification Verified: Yes NA

Fees:

Pages : _____ (\$1.00 /page) \$ _____

Certifications: _____ (\$1.00 per stamp) \$ _____

Audio: _____ (\$ _____ / _____) \$ _____

Date: _____

Total: \$ _____

Deposit: -\$ _____

Credit Card Fee: \$ _____

Deputy Clerk

Total Fees Paid: \$