



Superior Court of California
County of Amador

PUBLIC NOTICE

NEW RECORDS REQUEST POLICY EFFECTIVE MAY 5, 2014

Due to funding reductions to the court's budget, the Amador Superior Court will be limiting its request to view files and for photocopies to the public. The following is the policy for viewing and copying of public records.

Records Request in Person

1. If your request for copies is **(10)** pages or less, and the court file is on-site, your copy request will be processed electronically and sent to you by *E-Mail Delivery* no later than noon, the next business day.
2. If your request for copies is more than **(10)** pages and the court file is on-site, your copy request will be processed in five (5) business days.
3. If you do not have an email address, all copy requests will be ready for pick-up in five **(5) business days**. You must call (209) 257-2600 to find out if the copies are ready for pick-up.
4. **On-site** files can still be viewed the same day; however, files on calendar will not be available for reviewing two (2) days prior to the hearing.
5. **Off-Site** files will be retrieved and made available for viewing and/or copying within two (2) weeks. Call (209) 257-2600 to find out if the requested file is ready for viewing, and/or copying.
6. The Court will hold on to the E-Mail delivery copies for no more than 5 business days.
7. The Court will hold on to copies for pick-up no more than 30 business days.
8. Records can be mailed to you if you include a self-addressed, stamped envelope.
9. You must complete a copy request/file retrieval form.
10. Incomplete requests will not be processed.
11. You must pay for the copies before they are made.

Request for Copies by Mail

You must provide the Court with a completed [Copy Request Form](#). Send a check made out to Amador Superior Court, bearing the words "not to exceed (amount) dollars" in the memo section of the check. A receipt will be returned with your copies.

Payment

Individuals will be charged for copies and/or research in accordance with the Uniform Fee Schedule. Copy fees are \$0.50 per page; Certifying copy of Family Law Judgment \$15.00; Certification fee \$25.00 per document, plus \$0.50 per page; Records search fee \$15.00 per name searched. The Uniform Fee Schedule can be found at:

http://www.amadorcourt.org/feeSchedules/CivilFeeSchedule_010114.pdf

Fee waivers: The Court will provide copies of documents contained in a file to a party who has received a fee waiver.