

NAPA SUPERIOR COURT
825 Brown Street, Third Floor
Napa, CA 94559
Phone: (707) 299-1110
Fax: (707) 299-1250
E-mail: Admin-Info@napa.courts.ca.gov

ADMINISTRATIVE RECORD REQUEST

To request administrative records from the Court, please provide the information requested below. This form may be mailed, e-mailed, hand-delivered, or faxed to the address above.

Record requests are subject to the following:

- Copies are \$0.10 per page, pursuant to California Rules of Court, rule 10.500
- CDs are \$5.00 each
- Records with a fee of greater than \$25.00 require payment in advance. Payment can be made at the Historic Courthouse by cash, check, or credit card, or by providing credit card information below.
- Records are available for payment and pick up in the Civil Records Division located at the Historic Courthouse, 825 Brown Street, First Floor, Napa, CA 94559
- Records that are mailed to the requestor require payment in advance for the cost of the copies or CD, and mailing costs.
- Should the Court incur any additional costs in order to access and provide the records, the actual cost of providing those records will be itemized and charged to the requestor.

Name of Requestor: _____ **Daytime Telephone Number:** _____

Credit Card Authorization

I hereby authorize Napa Superior Court to charge my Visa or MasterCard

Card No. _____ - _____ - _____ Expiration Date _____

Cardholder's Name *(as it appears on card)* _____

Cardholder's Address *(billing address)* _____

Mailing Address *(if different than billing address)* _____

Signature *(authorization for payment)* _____

Records requested *(please provide as much information as possible in order to assist us with your request):*

Please describe the records you are requesting:

Time Period/Fiscal Year: _____

Specific Data Requested: _____

Reason for Request: _____

Additional information that may assist us with your request: _____

Copies CD *(records will be in .pdf format)* View only *(I will make an appointment to view records at the Court)*

Delivery Method: I will pick up records at the Court E-Mail records *(e-mail address):* _____
 Mail records *(address):* _____

To be completed by Court staff:

Search Results: Records found Records are exempt from disclosure No records found

CEO Approval Signature/Date: _____ (or comments if not approved)

CEO requests review of records before they are provided to requestor : Yes No

Comments: _____

Cost of Providing Records:

Copies	
CD	
Mailing	
Other	
TOTAL:	

Cost information provided to requestor (list method of communication and date): _____