

**NAPA SUPERIOR COURT**  
825 Brown Street  
Napa, CA 94559  
(707) 299-1140

**CIVIL RECORD AND FILE SEARCH REQUEST**  
**GC 70627(c) records or files**

The fee for a search of records or files conducted by a court employee that requires more than 10 minutes is fifteen dollars (\$15.00) for each search pursuant to GC 70627(c).

- All requests received in the mail must be accompanied by a Visa or MasterCard
- All requests must include a self-addressed stamped envelope
- All copies are \$.50 per page, pursuant to GC 70627(a)
- All certified copies are \$40.00 pursuant to Section GC 70626(a)(4)
- All certified copies of dissolution judgments are \$15.00 pursuant to GC 70674(a).

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

Card No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Expiration Date \_\_\_\_\_      CVV Code \_\_\_\_\_

Cardholder's Name (as it appears on card) \_\_\_\_\_

Cardholder's Address (billing address) \_\_\_\_\_

Mailing Address (if different than billing address) \_\_\_\_\_

Signature (authorization for payment) \_\_\_\_\_

**In order to assist us with your search, please provide as much information as possible:**

Name \_\_\_\_\_  
(enter the name you wish to be searched)

Case number \_\_\_\_\_      Approximate filing date \_\_\_\_\_

Search between \_\_\_\_\_ and \_\_\_\_\_  
(enter date)      (enter date)

Information requested:

Copies - Please specify the document(s) you are requesting

\_\_\_\_\_  
\_\_\_\_\_

Certified Copies

Other \_\_\_\_\_

**Search Results:**

No Records Found

Case Located; Case No. \_\_\_\_\_

Comments: \_\_\_\_\_

**Please provide the following contact information:**

Name: \_\_\_\_\_      Daytime Telephone No.: \_\_\_\_\_

Files pulled for viewing will be held at the Clerk's Office in the Historic Courthouse, Civil Division, for 10 days from notification. After 10 days, the files will be returned to archive and a new search fee will be required.