**COPY REQUEST**

**DENVER COUNTY COURT, DENVER, COLORADO**

 Lindsey-Flanigan Courthouse, 520 W. Colfax Avenue, Room 160, Denver, Colorado 80204

**(General Sessions/Criminal Division)**

**Email: dcccontinuance@denvercountycourt.org**  **Fax Number: (720) 337-0807**

 City and County Building, 1437 Bannock Street, Denver, Colorado 80202

**(Traffic/Civil Division)**  **Fax Number: (720) 865-8259**

Directions: Complete and mail or deliver with payment to the appropriate Courthouse above (***Denver County Court* Records only**).

**NOTE: You must get information directly from the Police Department, Motor Vehicle or CBI. Pre-Sentence Investigation reports cannot be released.**

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\***To request District Court Records (i.e. Divorce Decree, Felony Record, or Civil Suit in excess of $15,000.00), DO NOT USE this form, visit the Colorado Judicial Branch website at www.courts.state.co.us**

Please Print or Type

Requestor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Case Number | Defendant’s Name  | Defendant’s DOB | Name of Document | Certified Y/N | Filing Date |
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Fees: $.25 per page; $25.00 per hour redaction fee (if extensive redaction is required); and $20.00 per certification. Personal checks and money orders are not accepted, unless the Denver County Court Clerk’s Offices are contacted by phone: Denver County Court General Sessions/Criminal, 720-337-0410, or Denver County Court Traffic/Civil, 720-865-7840.

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**Credit Card information must be submitted at the time of request. Please complete the following:**

I hereby authorize the Denver County Court to charge my credit card account in an amount not to exceed $50.00. (If request exceeds $50.00 you will be contacted.)

Preferred method of contact:

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Visa MasterCard  Discover \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date: \_\_\_\_ /\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_

Cardholder’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_ /\_\_\_\_/\_\_\_\_

**COPY REQUEST AND NOTARIZATION**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, swear and affirm under oath that I am a party to the listed case(s).

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

 Signature of Requestor

The forgoing instrument was acknowledged before

me in the County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this \_\_\_\_\_\_\_\_\_ day

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_\_\_\_\_, by the

Requestor.

My Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Notary Public

**Note: This verification and Notarization is only necessary if you are requesting documents by mail and you do not want the documents redacted.**