

MUNICIPAL COURT, CITY OF WESTMINSTER, COLORADO  
3030 Turnpike Drive  
Westminster, CO 80030  
303. 658. 2250  
Fax 303.429.8684

**COURT USE ONLY**

DEFENDANT: \_\_\_\_\_ (Name)

CASE NO.: \_\_\_\_\_  
Summons No.: \_\_\_\_\_

**REQUEST FOR RECORD SEARCH**

Per Court Order 2017-5, record searches are assessed as follows:

- Record search for non-law enforcement agencies and military shall be \$7.50 per quarter hour, billed in 15-minute increments with a 15-minute minimum plus copy costs of \$.25.
- Certified Records are an additional \$5.00 per record.
- Record search fees must be paid prior to records being released and record materials shall be made available within 3 business days of the request.
- Cases closed over 7 years prior to request may no longer be available.

Date of Request: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Bar #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**RECORD REQUESTED:**

Defendant's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Case Number: \_\_\_\_\_ Certify Record?  Yes  No

**I UNDERSTAND THAT ACCORDING TO C.R.S. 19-1-304, JUVENILE RECORDS RELEASE REGULATIONS APPLY TO ALL CRIMINAL RECORDS.**

**I UNDERSTAND THAT ACCORDING TO C.R.S. 24-72-305.5, I AM PROHIBITED FROM USING THESE RECORDS FOR THE PURPOSE OF SOLICITING BUSINESS FOR PECUNIARY GAIN.**

Signature of Requestor: \_\_\_\_\_

**-FOR OFFICE USE ONLY-  
THIS DOCUMENT SHALL BE RETAINED IN THE COURT FILE**

**I.D. PROVIDED:** Driver's License No: \_\_\_\_\_ Student ID: \_\_\_\_\_ Other (specify): \_\_\_\_\_

Records Released: \_\_\_\_\_

Records Denied: \_\_\_\_\_

Reason: \_\_\_\_\_

Record Search Fee \_\_\_\_\_ Certified Fee \_\_\_\_\_ Copy Costs @ \$.25/page \_\_\_\_\_

Clerk Initials: \_\_\_\_\_ Date: \_\_\_\_\_