	PEORIA MUNICIPAL COURT **8401 W. Monroe** **Peoria AZ 85345** **(Tel.) 623 773 7400** **(Fax.) 623 773 7407**	**PUBLIC ACCESS TO COURT RECORDS REQUEST FORM**

This form explains the procedure for record requests. For the full text of the rule, please consult Supreme Court Rules of Court, Rule 123

☞ ☞ ☞ **REQUESTOR/APPLICANT PRINT CLEARLY THIS INFORMATION ABOUT THE PERSON YOU ARE SEEKING INFORMATION ON:**

Defendant Name: **First** _____ **Middle Initial** _____ **Last** _____ **Defendant Date of Birth:** _____	**Case No.:** _____

Please Print Legibly

1. Your Name (First and Last): _____
2. Mailing Address: _____
3. Requestor is agent/employee of Company/Agency _____
4. Daytime Phone: _____ Fax Number: _____
5. E-mail: _____
6. Check Applicable Request: ☐ Look at Records Only ☐ Copies of Records Requested
   ☐ Fax records to above number ☐ Email records to above email address
7. Please be advised that there is normally a $17 copy fee and a separate $17 certification fee.
8. Check here if YES, **CERTIFIED RECORDS** requested.
9. If copies requested, use for "commercial purpose" per Rule 123: ☐ Yes ☐ No
10. Today's Date: _____ Signed: _____

Definition of Commercial Purpose: Rule 123 defines commercial purpose as the use of a public record for purpose of sale, resale, or production of a document containing all or part of the copy, printout, or photograph for sale or obtaining names and addresses from such public record for the purpose of solicitation or the sale of such information to another for the purpose of solicitation or any purpose in which the purchaser can reasonably expect receipt of monetary gain from direct or indirect use of such public records. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in a judicial, quasi-judicial body, or political subdivision of this state. Request Processing Guidelines and Possible Costs: The amount of time necessary to process a request may vary with availability of the record(s); Scope of request; amount of equipment, materials, staff, time, record location, and other resources. Confidential information or non-public information will require redaction and may delay production. Assessable costs and fees may be required as set forth in Rule 123. Denial of any request is subject to judicial review as set forth in Rule 123.

Date Approved: _____ **Judicial Asst.:** _____