

Marin Superior Court Records Request

Requests may be submitted via mail, drop box, or email to CourtRecords@marin.courts.ca.gov

Please allow 2-4 weeks for the processing of your request.

Case #: _____ Case Name: _____

(John Doe v You Name it Bank or Joe Smith v Jane Smith)

Case Type (select one): CIVIL FAMILY PROBATE SMALL CLAIMS CRIMINAL

Requested by: _____

Phone #: _____ Agency: _____

DOCUMENT(S) REQUESTED: Regular Certified

You may also view the ONLINE REGISTER OF ACTIONS on the Court's website www.marincourt.org, which may help you determine the name of a document you need.

If the case type is confidential, only parties to the case have access. A notarized copy of your DL/ID is required.

FEE SCHEDULE

1. A \$15.00 file/name search fee per case Pursuant to Government Code Section 70267
2. A \$15.00 estate search fee per case Pursuant to Government Code Section 70661
3. \$.50 per page for copies
4. An additional \$40.00 per document for Certification
5. Certified Final Judgment \$15.00 (Dissolution only)
6. Exemplification/Authentication of documents - \$50.00 + \$.50 per page

WITH EACH MAIL-IN OR DROP BOX REQUEST, PLEASE INCLUDE:

1. A check or money order sufficient to cover costs or a "Not to Exceed" check with a set specific amount to process your request. A receipt will be returned to you. **Checks should be made payable to Marin County Superior Court.**
2. A self-addressed stamped envelope in a size and with sufficient postage to accommodate your request.

Mail to: **Marin County Superior Court**
PO Box 4988 San Rafael, CA 94903
Attn: Court Records

OR

Deliver to:
Drop Box located outside of Room 113,
3501 Civic Center Drive, San Rafael CA

FOR EMAILED REQUESTS:

The Records clerk will contact you to arrange payment by phone or through the mail.

For court use only:

Paid \$ _____ Receipt # _____

Date mailed _____

6/2/2020

RM015