

# **Public Records Request Form**

**South Tucson City Court  
1601 S. Sixth Avenue  
Tucson, Arizona 85713**

Pursuant to ARS 38-421(B), alteration or removal of documents from the court file or removal of the file from the courthouse is a Class 6 felony punishable by fine, imprisonment or both.

\_\_\_\_\_  
Your Name (Please Print Legibly) \_\_\_\_\_ Date

\_\_\_\_\_  
Your Address \_\_\_\_\_ City, State, Zip Code

\_\_\_\_\_  
Your Contact Telephone Number(s) \_\_\_\_\_ Plaintiff/Defendant Name

\_\_\_\_\_  
Case Number

- Non-Commercial Purposes  Commercial Purposes

For what **commercial purpose** will you use this information (please explain)?  
\_\_\_\_\_  
\_\_\_\_\_

**Copies Fee**  
Civil, Criminal, Civil Traffic, Criminal Traffic.....\$ .50 cents per page  
**Certification Fee** [flat rate for certifying 1 or more pages per case file]  
Civil, Criminal, Civil Traffic, Criminal Traffic.....\$17.00 per case file  
**Research & Locate Fee**  
All case types.....\$17.00 per case file

Under provisions of ARS§ 39-121, Public Records law, I am requesting that the South Tucson City Court release the requested public records to me.

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

All requests for public records will be processed as soon as possible but no later than three business days. Per Rule 123 of the Arizona Supreme Court all **"confidential" documents** will be removed prior to viewing a case file or upon making photocopies. A \$17.00 fee to be charged for research in locating a document plus ¢.50 per page will be charged for any copies requested, per A.R.S. 22-281, Class E.

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### **For Court Staff Only**

Located file(s) Processed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Unable to locate file Notified Requestor:  Telephone call \_\_\_\_\_  In person  
Processed by: \_\_\_\_\_ Date: \_\_\_\_\_