

## REQUEST TO EXAMINE / COPY PUBLIC RECORDS

Date \_\_\_\_\_

In order to best serve the public and to as expeditiously as possible process your request for public records, all requests to examine public records MUST BE MADE IN WRITING. Please fill out this form completely.

**Case Number and Title of Document Requested** (Cases can be researched at court public kiosk or mycourts.idaho.gov):

Pursuant to Idaho Code 9-338, I request to examine and/or copy the following public records:

- ☐ These records specifically pertain to me (ID maybe required)
- ☐ I request to examine these records
- ☐ I request Copies of these records, \$1.00 per page ☐ printed ☐ faxed ☐ emailed ☐ mailed
- ☐ I request the document(s) be Certified, \$2.00 per document
- ☐ I request Audio Recording, \$10.00 (up to 80 minutes per CD, per hearing)
- ☐ Files prior to Oct. 1, 2018, require an additional Research Fee \$20.00 nonrefundable, payable upon request

Printed Name \_\_\_\_\_

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

City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

I further agree that I will not use the requested information for a mailing or telephone lists, by penalty of Idaho Code 9-348.

*I understand that the information requested may take up to three (3) business days. If the material requested is not available within the three business days, we will notify you in writing, Idaho Code 9-339, that said records will be provided no later than ten (10) business days following the date of request.*

DO NOT WRITE BELOW THIS LINE - FOR OFFICIAL USE ONLY

Received by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Number of copies provided \_\_\_\_\_ Total cost \_\_\_\_\_

☐ No record(s) found ☐ Denied Date Mailed/Released/Faxed \_\_\_\_\_