

**REQUEST FOR PUBLIC RECORDS**

Person/Organization Requesting Record: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Party Name: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Specific Documents or Information Requested: \_\_\_\_\_

Are Certified Copies Requested? (Cannot Be Faxed or Emailed)  Yes  No

Delivery Method:  Mail  Pick Up  Fax (non certified)  Email (non certified)

Mail To (If Applicable) Address: \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PAYMENT METHOD:**  CHECK  CASHIERS CHECK/MONEY ORDER  CREDIT CARD

**CREDIT CARD AUTHORIZATION**

Cardholder Name: \_\_\_\_\_

Cardholder Phone Number: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

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

Credit Card Number: \_\_\_\_\_

3 Digit Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Amount: \_\_\_\_\_

***I Authorize the Lake Havasu Consolidated Court to Charge the above Credit Card***

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fees for information requested:**

**MUNICIPAL COURT**

\$17.00 Search Fee  
\$ 0.50 per Page Copy Fee  
\$17.00 Additional for Certified Copies  
\$25.00 Copy of Audio Tape

**JUSTICE COURT**

\$25.00 Search Fee  
\$ 0.50 per Page Copy Fee  
\$25.00 Additional for Certified Copies  
\$25.00 Copy of Audio Tape

**NOTICE OF DISCLAIMER:** Lake Havasu Consolidated Court, responds to all requests for public records in accordance with *Lake Havasu City Code Chapter 2.24* and *ARS § 39-101 et seq.* Lake Havasu Consolidated Court, does not warrant and shall not be responsible or liable for any loss, consequence, or damage resulting directly or indirectly from reliance upon the accuracy, reliability, or timeliness of any record(s) provided pursuant to this request. Any person or entity relying upon record(s) provided pursuant to this request does so at the person's or entity's own risk and assumes the responsibility of verifying any information used or relied upon. The information provided is used by Lake Havasu City for internal reference purposes.