

CLERK OF SUPERIOR COURT CHRISTINA SPURLOCK, CLERK



RECORDS REQUEST FORM

A. Person Requesting Documents		B. Party & Case Information	
Name:		Case Number(s):	
Law Firm/Self:		Party 1 Name:	DOB:
Address:		Party 2 Name:	DOB:
City, State:		Date of Marriage: <i>(If Requesting ML Abstract)</i>	
Zip:		<input type="checkbox"/> ADA Accommodation Request	
Telephone:			
E-Mail Address:			
C. Type of Request		D. How do you want to receive your request?	
<input type="checkbox"/> Copies (\$ <i>.50</i> per page printed or emailed)		<input type="checkbox"/> Emailed (No Additional Charge)	
<input type="checkbox"/> Paper Certification (\$ <i>35.00</i> per document, plus cost for copies)		<input type="checkbox"/> Mailed (Add \$ <i>8.00</i> or provide a Self-Addressed Stamped Envelope)	
<input type="checkbox"/> Electronic Certification (\$ <i>35.00</i> , plus cost for copies)		<input type="checkbox"/> Faxed (Add \$ <i>8.00</i>)	
<input type="checkbox"/> Marriage Abstract (\$ <i>35.00</i> per document)		<input type="checkbox"/> Pick up – Please select a location below (No Additional Charge)	
<input type="checkbox"/> Authentications (\$ <i>105.00</i> per document, plus cost for copies)		<input type="checkbox"/> 415 E. Spring Street Kingman, Arizona	
<input type="checkbox"/> Exemplifications (\$ <i>70.00</i> per document, plus cost for copies)		<input type="checkbox"/> 2001 College Drive, Lake Havasu City, Arizona	
<input type="checkbox"/> Hearing or Case File – Emailed (\$ <i>35.00</i> each)		<input type="checkbox"/> 2225 Trane Road, Bullhead City, Arizona	
<input type="checkbox"/> Hearing or Case File – CD (\$ <i>41.00</i> each)			
<input type="checkbox"/> Subsequent Hearings – CD or Emailed (\$ <i>6.00</i> each)			
<input type="checkbox"/> Transcripts (Please contact the Clerk's Office for Further Assistance)			
E. Request(s) (Required Field)			
Description of item(s) requested:			
Filing or Hearing Date(s):		Quantity:	
F. To Submit request:		G. Payment Options:	
<p style="text-align: center;">Electronically:</p> <p>Click the submit button below to e-mail request or save a copy and email your request to clerkofcourt@mohavecourts.com</p> <p style="text-align: center;">Mail:</p> <p>Print form and mail to: Clerk of Superior Court / Research Department, P.O. Box 7000 Kingman, Arizona 86402-7000</p> <p style="text-align: center;">Fax:</p> <p>Print and fax form to: Clerk of Superior Court/ Research Department (Fax 928-718-4930)</p>		<p style="text-align: center;">US Postal Service:</p> <p>Mail check or money order/payable to: Clerk of Superior Court Attn: Research Department P.O. Box 7000 Kingman, Arizona 86402 – 7000</p> <p style="text-align: center;">Phone:</p> <p>We accept all major credit cards. (2.39 % Convenience fee for all credit card payments) Call (928) 753-0713</p>	

Submission Note: If you are using Outlook on your PC, clicking the "**Submit**" button will submit your form. If you are using an internet mail service on your PC such as Gmail or Yahoo mail, click the "**Save**" button and save a copy of this form on your PC. Then go to your e-mail, create a new message, attach the form, and send it to clerkofcourt@mohavecourts.com. **Please contact us at 928-753-0713 if you do not hear back from us within 3-5 business days.**