

# RECORD INQUIRY & SEARCH REQUEST FORM

*\*Effective January 1, 2013\**

**NOTE:** To assist with your request please complete this form. All fees must be paid prior to searches. Searches will be done as timely as possible to maintain proper service for everyone. E-mail is the preferred method for submission and response. A self-addressed stamped envelope is requested if results are to be returned by mail. A Request for Waiver of Fees is located on following page.

Requested by: \_\_\_\_\_ Results by E-mail  Mail  Fax

\_\_\_\_\_  
Name/Agency UJS Charge Acct. # (if issued) (Fax Fee to Non-Toll Free Fax # = Greater of \$1.00 per page or \$5.00)

\_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_  
Telephone # Fax # (if available) E-mail address (if available)

Any criminal search will require a full name and DOB, at a minimum. Records will only be returned that match exact information provided on this form. Search the following area(s) marked:

**CRIMINAL** Record Searches or Inquiries. Please select from the following criminal record search types:

Statewide Criminal (criminal court data January 1989 to present) – \$20.00

County Specific Criminal Record Search (criminal court data prior to January 1989) – \$20.00  
County specific searches must be requested through county of original court action.

Search (if requesting party certifies that a search is requested in conjunction with a pending state or federal cause of action (including bankruptcy actions) – \$5.00

**Please conduct a record search on the following name** (the above fees apply to each individual name search):

Last Name, First, Middle (required)                      DOB (required)                      SS#, DL# or Docket # (for verification only)

(See second page for additional name searches. Attach additional sheet if more space is needed and indicate type of search requested)

Any civil search will require a full name, at a minimum. A wildcard (\*) may be used to broaden a name search.

**CIVIL** Record Searches or Inquiries. Please select from the following civil record search types:

Statewide Civil (money judgments and all other civil court data Jan., 2006 to present) - \$20.00

Statewide Civil Money Judgment Only Search (Fee of \$4.00 per name/date range search and \$1.00 per copy of each judgment docket card. Includes all pre-04/19/04 active judgments and post-04/19/04 active and inactive judgments.

County Specific Civil Record Search (civil court data prior to Jan., 2006)-\$20.00  
County specific searches must be requested through county of original court action.

Search (if requesting party certifies that a search is requested in conjunction with a pending state or federal cause of action (including bankruptcy actions) - \$5.00

Probate Inquiry/Search – No Fee

**Please conduct a record search on the following name** (the above fees apply to each individual name search):

Last Name, First, Middle or Company Name (required)                      DOB (if available)                      SS#, DL# or Docket # (for verification only)

(Attach additional sheet if more space is needed and indicate type of search requested)

**ALL CRIMINAL and CIVIL** Record Searches.

Statewide Criminal (criminal court data January 1989 to present) and Statewide Civil (money judgments and all other civil court data Jan., 2006 to present) – \$20.00

**Please conduct a record search on the following name** (the above fees apply to each individual name search):

Last Name, First, Middle (required)                      DOB (required)                      SS#, DL# or Docket # (for verification only)

(See second page for additional name searches. Attach additional sheet if more space is needed and indicate type of search requested)

