Request to Review a File/Request for Information

When requesting to review a file or requesting information from a court record the Judicial Branch must be in receipt of our Request for Information form. The request form must be filled out in its entirety. Place N/A in any area that does not apply to you. A blank space will deem the request incomplete, and the request will not be processed.

The requesting party will be notified when their file is ready to review or when their request for information is complete and ready for pick up. The requesting party will be provided with two contact attempts. If there is no response or a failure to respond within a timely manner the original request will be deemed unsuccessful and the request will be revoked.

Request to review a file

Once notification happens:

1. The requestor must select a date and time to review the file.
2. The requesting party will come into the Court to review the requested file.
3. Upon completion of reviewing the file, the reviewing party may inform the Records Clerk if they are requesting copies of the file.
4. If copies are requested, the Records Clerk will make the requested copies. The cost will be charged for copies of the record. Once copies are available for distribution, a determination of costs will be made. The party must pay the cost prior to the Court releasing the copies.
5. **NOTE:** The summary sheet located in the Court's file may not be an accurate reflection of the record and reviewers must not rely on it.

Request for Information

Once notification happens:

1. The Records Clerk will make the requested copies of the record.
2. The Receptionist will inform the requesting party when their record is ready for pick up.
3. The party will be advised of the cost and payment methods
4. The requesting party must pay the cost prior to or upon pick up of the records.

Proper, valid identification is required at the time of record pick up. Suitable forms of identification are: employment ID badge, tribal ID, any state ID or driver's license.

11/13/20