

**CLERK OF SUPERIOR COURT
VIRLYNN TINNELL, CLERK**



RECORDS REQUEST FORM

A. Person Requesting Court Documents		B. Party & Case Information	
Name		Case Number	
Law Firm/Self		Petitioner/ Plaintiff/ Bride	DOB:
Address		Defendant/ Respondent/ Groom	DOB:
City, State		Date of Marriage <i>(if requesting ML Abstract)</i>	
Zip Code			
Telephone			
E-Mail Address			

C. Type of Request		D. Fees (No P & H if self-addressed postage paid envelope included)	
A	Copies	A	Fee: .50 cents per page printed OR emailed
B	Copies Certified	B	Fee: \$30.00 per document (plus costs for copies)
C	Marriage Abstract (certified copy of Marriage Certificate)	C	Fee: \$30.00 each
D	Authentications	D	Fee: \$90.00 per document (plus costs for copies)
E	Exemplifications	E	Fee: \$60.00 per document (plus costs for copies)
F	Hearing OR Case file on CD, OR emailed	F	Fee: \$36.00 (CD- add postage and handling)
G	Fax	G	Fee: \$7.00
H	Postage & Handling	H	Fee: \$7.00

E. Request			
Type of Request	Description of Document	Quantity	Case Activity/Filing Date
Payment by US Postal Service		Payment by Phone	
Mail check or money order/Payable to: Clerk of Superior Court Attn: Research Department PO Box 7000 Kingman Arizona 86402-7000 <i>To avoid P & H, please include self-addressed, postage paid return envelope</i>		Click Submit below to E-mail request or Fax form to: Clerk of Superior Court Attn: Research Department Fax: (928) 718-7615 Phone: (928) 753-0713 Major Credit Cards Accepted (2.39% convenience fee for credit card payments)	

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.