

**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	
<b>A</b>	Copies	Fee:	.50 cents per page printed OR emailed
<b>B</b>	Certified Copies	Fee:	\$27.00 per document (plus costs for copies)
<b>C</b>	Marriage License Abstract	Fee:	\$27.00 each
<b>D</b>	Authentications	Fee:	\$81.00 per document (plus costs for copies)
<b>E</b>	Exemplifications	Fee:	\$54.00 per document (plus costs for copies)
<b>F</b>	CD- Hearing Request or Copy of File	Fee:	\$33.00 (plus Postage & Handling)
<b>G</b>	Fax	Fee:	\$ 7.00
<b>H</b>	Postage & Handling	Fee:	\$ 7.00 (for all mailed requests)

E. Request			
Type of Request	Description of Document	Quantity	Case Activity/Filing Date

US Postal Service	Payment by Phone
<p align="center">Mail to/Payable to: Clerk of Superior Court <b>Attn: Research Department</b> P. O. Box 7000 Kingman, Arizona 86402-7000 <i>Please include Postage Paid Envelope</i></p>	<p align="center">Click <b>Submit</b> below to E-mail request or Fax form to: Clerk of Superior Court <b>Attn: Research Department</b> <b>Fax: (928) 718-7615</b> Phone: (928) 753-0713 All Major Credit Cards Accepted (convenience fee for credit card payments)</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](mailto:clerkofcourt@mohavecourts.com). Please call us at 928-753-0713 if you do not hear back from us within 3-5 business days.