

ORO VALLEY TOWN COURT

11000 N. La Cañada Dr., Oro Valley, AZ 85737
520-229-4780 • orovalley@courts.az.gov

REQUEST FOR PUBLIC RECORDS

PLEASE NOTE:

Requests for Public Records are in accordance to [ARS Sup.Ct. Rule 29\(D\)](#) and may be destroyed in accordance with approved retention schedules. **Most requests will be completed within 5 business days. The Court will contact once the records are ready.**

Requests for Public Records are processed and billed pursuant to [ARS Sup.Ct., Rule 123\(F\)](#) and [ARS 12-304](#) and is \$17.00 for the research fee per case and up to 34 pages of documents. Additional pages will charged \$0.50 per page. Additional fees are detailed below.



Requestor Information

Today's Date: _____

Name: _____ Business Name (if applicable): _____

Email Address: _____ Phone Number: _____

Mailing Address: _____

Are you requesting (check all that apply): paper copies electronic copy audio recording of proceedings (+\$17)

If you are requesting paper copies, are you requesting for the certification of the documents (+\$17)? Yes No

Is this request for commercial purposes? Yes No Requestor's Signature: _____

Requested File Information (fill out as much information as possible)

Party Name: _____ Date of Birth: _____ Case No(s): _____

Documents Requested (select all that apply):

All available public records Citation/Complaint Judgement/Disposition

Audio Recording (if selected, indicate the date and time of the proceeding) _____

Other (please describe) _____

****NOTE: Records will be held for pickup for a period of 30 days****

FOR COURT USE ONLY:

Date Request Completed: _____

Total Fees Owed: _____