



SUPERIOR COURT OF CALIFORNIA, COUNTY OF BUTTE

- Butte County Courthouse
One Court Street
Oroville, CA 95965
- North County Courthouse
1775 Concord Avenue
Chico, CA 95928

COPY REQUEST

When requesting a copy of your file, or parts of your file, you must be able to provide enough correct information to the Court in order to process your request.

- 1) You must be able to provide the Butte Court case number which you can find by visiting our website (www.buttecourt.ca.gov).
- 2) Please be aware there are fees for these services:
 - a. For a simple name search the charge is \$5.00
 - b. For an extensive name search the charge is \$15.00
 - c. For non-certified copies from your file the charge is \$.50 per page
 - d. For certified copies from your file the charge is \$25.00 per certification
(If you are paying by check, please obtain a copy count from the Court - please do not send blank checks)
- 3) Please plan your request, they are processed regularly on a first come first serve basis.
- 4) Please provide as much information as possible to help identify the person or case being requested - give the full name, date of birth, type of charges, when cited, or any case number(s) if you have them available.
- 5) **Checks must have the case number and be returned to the Support Services division at either court location.**

Name:	
DOB:	
Address:	
City/State/Zip:	
Phone Number:	
Case#:	
Date Cited:	
Conviction Date:	
Document to be copied 1:	
Document to be copied 2:	
Document to be copied 3:	
Document to be copied 4:	
Document to be copied 5:	
Document to be copied 6:	
Certified? (Y/N):	
Next Court Appearance Date:	
Additional Information:	