NAME AND MAILING ADDRESS OF REQUESTING PARTY: TELEPHONE NUMBER:	*FOR COURT USE ONLY*
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SOLANO ☐ Civil Division – 580 Texas Street, Fairfield, CA 94533 ☐ Fairfield Criminal Division – 600 Union Avenue, Suite 151, Fairfield, CA 94533 ☐ Vallejo Criminal Division – 321 Tuolumne Avenue, Vallejo, CA 94590 ☐ Family Division – 600 Union Avenue, Fairfield, CA 94533	DATE: _____ _____ Deputy Clerk
REQUEST FOR RECORD SEARCH AND COPIES	CASE NUMBER:

Please complete the information below to request a record search or copies of court records. You will be required to pay the fees assessed in advance for the records being provided to you. Please submit a separate request for each division. Please complete all known information:

Name to be searched: _____ Date of Birth: _____
First Middle Last

For family law cases, other party's name: _____
First Middle Last

If case number is unknown, provide approximate case filing time period: _____
(Years to be searched)

Criminal cases that occurred in Fairfield, Suisun City, Vacaville, Dixon and Rio Vista have case numbers beginning with F, FC or FCR.
Criminal cases that occurred in Benicia or Vallejo have case numbers beginning with V, VC or VCR.
Civil cases have case numbers beginning with FCS, FCM, FSC, VSC, VCM, FL and SL.
Family law cases have case numbers beginning with A. FAD, DCSS, FFL, SF and V.
Probate cases have case numbers beginning with FPR and SP.

Document(s) Requested (Please be as specific as possible)	Certification Requested

Please provide a self-addressed, stamped envelope

$15.00	Searching for each name, case number, records or files for search longer than 10 minutes. GC §70627(c)
$ 0.50	Copy per page. GC §70627(a)
$ 1.00	Double-sided copy. GC §70627(a)
$40.00	Certification of a copy of paper, record or proceeding on file. GC §70626(a)(4)
$15.00	Certification of a copy of Marriage or Domestic Partner Dissolution. GC §70674

The court accepts checks and money orders. Make payment payable to the Solano Superior Court, to the appropriate court location as listed above. All checks must be pre-printed with account holder's name and address.

If you are unable to determine the amount due, submit a check payable to the Solano Superior Court with an amount stating *"Not to exceed $75.00"* on the memo line at the bottom left. This is an estimated amount for the fees due. This payment will allow the Clerk to process your request and to apply the monies to the cost of the research and copy fees. The Clerk will write in the actual amount due on the check, not exceeding the authorized amount of $75.00, and mail a receipt to the requestor. Please enclose a self-addressed, stamped envelope with your request.

PLEASE DO NOT MAIL CASH

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Record Search Fee:	$15.00 if search is over 10 minutes	Total	$_____
Copy Fee:	$ 0.50 x number of pages: _____	Total	$_____
Certification Fee:	$40.00 x number of documents: _____	Total	$_____
Certification Fee Dissolution:	$15.00 x number of documents: _____	Total	$_____
			$_____ **TOTAL FEE DUE**
			$_____ **TOTAL FEE PAID**