



# SUPERIOR COURT OF CALIFORNIA, COUNTY OF BUTTE

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

## COPY REQUEST

When requesting a copy of a file, or specific document(s), you must be able to provide enough correct information to the Court in order for your request to be processed. *(Do not use this form to request Court Reporter's Transcripts. Please contact the Supervising Court Reporter).*

- 1) If possible, please provide the Butte County Superior Court case number, which can be found by visiting our website ([www.buttecourt.ca.gov](http://www.buttecourt.ca.gov)).
- 2) Please be aware there are fees for these services:
  - An extensive name search, \$15.00
  - Copies of documents, \$.50 per page
  - Certification of Dissolution Judgments, \$15.00 per certification
  - Certification of any document (other than Dissolution Judgment), \$40.00 per certification
 (If you are paying by check, please obtain a copy count from the Court - please do not send blank checks).  
**\*\*Checks should be made payable to "Butte County Superior Court"& must have a case number\*\***
- 3) Copy requests are processed within one week of receipt.
- 4) Please provide as much information as possible to help identify the case or case document(s) being requested. Provide the full party name, date of birth, date filed, or any case number(s), if you have them available.
- 5) If you would like the copies mailed to you, you must provide a self-addressed, stamped envelope with sufficient postage.
- 6) The form can be submitted to the Support Services Division at either court location.

<b>Your name/Agency:</b>	
<b>Address (include City/State/Zip):</b>	
<b>Phone Number:</b>	
<b>Case#:</b>	
<b>Party name(s):</b>	
<b>Date of Birth of subject:</b>	
<b>Date Filed:</b>	
<b>Conviction Date:</b>	
<b>Document(s) requested:</b>	
<b>Certified? (Y/N):</b>	
<b>Next Court Appearance Date:</b>	
<b>Additional Information:</b>	

**\*\*Please note: The Court is not able to provide criminal history records. Please contact your local law enforcement agency or the California Department of Justice at (916) 210-6276 or (800) 952-5225 (Toll-free in California).**