



# 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](http://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 of dissolution judgments from your file, the charge is \$15.00 per certification
  - e. 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.**

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