

**INTERTRIBAL COURT OF SOUTHERN CALIFORNIA**

49002 Golsh Road Valley Center, California 92082

Phone: (760) 751-4142

Fax: (760) 751-3078

Web: www.sciljc.org

**DOCUMENT REQUEST**

**Case Information**

Case name: \_\_\_\_\_

Case number: \_\_\_\_\_

**Documents Requested**

- Copy of order (specify date and title): \_\_\_\_\_
- Copy of other document(s) (specify): \_\_\_\_\_
- Audio recording of hearing (specify date and type): \_\_\_\_\_
- Audio recording of other proceeding (specify): \_\_\_\_\_
- Certified copy of order (specify date and type): \_\_\_\_\_
- Certified copy of other document(s) (specify): \_\_\_\_\_

**Preferred Delivery Method**

- Mail  Email  Pickup

**Fees**

- Copies: \$0.50 per page
- Audio CDs: \$25.00 per CD
- Search of closed cases: \$15.00 per case
- Certified copies: \$15.00 per document
- Mailing: \$1.00

**Methods of Payment**

- Fees under \$5.00: cash or credit card
- Fees over \$5.00: cash, credit card, business check, money order, or cashier's check (money orders and cashier's checks must be made payable to the Intertribal Court of Southern California)

**Contact Information**

Full name: \_\_\_\_\_  
Last First Middle

Mailing address: \_\_\_\_\_  
Street  
City State Zip

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Photo Identification**

Please present a current driver’s license or other form of photo identification to the court clerk upon submitting this request

**Signature**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please allow up to 10 business days for this request to be processed. Please note that fees must be paid in full before documents will be released and requests with fees not paid in 10 business days will be cancelled.

**FOR COURT USE ONLY**

Approved (confirmation number): \_\_\_\_\_ Amount due: \_\_\_\_\_

Not approved (rationale): \_\_\_\_\_

Case name: \_\_\_\_\_ Case number: \_\_\_\_\_

Document(s) released: \_\_\_\_\_

Number of pages: \_\_\_\_\_ Number of CDs: \_\_\_\_\_

Amount paid: \_\_\_\_\_ Receipt number: \_\_\_\_\_

Method of payment:  Cash  Credit card  Business check  Money order or cashier’s check

Court clerk: \_\_\_\_\_ Date: \_\_\_\_\_