

**WICKENBURG TOWN COURT • 155 N Tegner St., Ste B • Wickenburg, AZ 85390**  
**REQUEST FOR COURT RECORDS**

Please complete this form and provide as much information as possible to ensure that we provide you with accurate information. Use only one request form per defendant.

Full Name of Defendant: \_\_\_\_\_

Case Number (s): \_\_\_\_\_

Complaint Number(s): \_\_\_\_\_

Type of Charge(s): \_\_\_\_\_

Date of Charge(s): \_\_\_\_\_

Proceeding Date(s): \_\_\_\_\_

\*\*\*\*\*Please clearly mark what type of record(s) you are requesting.\*\*\*\*\*

- I REQUEST:     View Only: No fee – View at Court From 7am-5:30 p.m Mon-Thur  
                   Copies Only (\$17 research fee + \$.50 per page)  
                   Audio CDs (\$17 per CD)  
                   Certification of Document (\$17 per certification + \$.50 per page)  
                   MVD Abstract (\$17 after the 1<sup>st</sup> Issuance)

**COPY OR CERTIFICATION OF THE FOLLOWING DOCUMENT(S):**

- Complaint                     Notice of Appearance of Counsel                     MVD Abstract                     Plea Proceedings  
 Judgment of Guilt     Sentence Information                     Waiver of Counsel                     Name/Address Info

Other (specify) \_\_\_\_\_

Requested by: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

<p><b>IMPORTANT! Choose an Option.</b></p> <p><input type="checkbox"/> I will pick up at the counter. You must leave a phone number</p> <p><input type="checkbox"/> Mail the results to me. You must provide a complete address</p>
---

**Please Note:** This request will not be processed without the following information:

- Personal, non-commercial use. I am aware that undeclared commercial use is prohibited.  
 Commercial use. I certify that the specific use of these documents is: \_\_\_\_\_

**Note: Fees must be paid prior to the release of any records. The Wickenburg Town Court works diligently to complete records request within 5 business days of receiving your request, but achieving that goal is not always possible. A.R.S 22-404B provides that a minimum clerk fee of \$17 be charged for research in locating a document or for duplication of an audio record. A.R.S. 22-404B also provides for a per page fee of \$0.50 for copies of documents. Pursuant to Supreme Court guidelines criminal records more than 5 – 8 years old and civil traffic records more than 1 year old may not be available. Requests not picked up within 7 calendar days shall be destroyed with no refunds.**

---

**Court Use Only**

Completed by: \_\_\_\_\_ on \_\_\_\_\_                    **TOTAL DUE:** \_\_\_\_\_