

SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN FRANCISCO

400 McAllister Street, San Francisco, CA 94103
Phone: 415-551-3802 Website: <https://sfsuperiorcourt.org>



CIVIL RECORDS REQUEST FORM

1. CONTACT INFORMATION

Name: _____ Agency (if applicable): _____

Mailing Address: _____

Email: _____ Phone Number: _____

2. REQUEST INFORMATION Civil Family Probate

Case #: _____ - _____ - _____ Year Petition/Complaint Filed: _____

Name of Party 1: _____ Name of Party 2: _____

Naturalization – Origin Country: _____ Name: _____ DOB: _____

Name Change – Birth Name: _____ New Name: _____ Date: _____

Probate Deposited Will – Date: _____ *Must submit original death certificate with request to receive will.*

3. ITEM REQUESTED Certified Plain Copy Exemplification Certificate of non-appeal Search Only

Audio Recording – Dept # _____ Date: _____ Other: _____

4. DELIVERY Call when available View Only *warehouse retrieval fee may apply Mail *must provide self-addressed stamped envelope

COURT USE ONLY

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><input type="checkbox"/> Search</td> <td style="width: 30%;">\$15</td> <td style="width: 40%;"></td> </tr> <tr> <td><input type="checkbox"/> Certification</td> <td>\$25</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Certified Dissolution</td> <td>\$15</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Exemplification</td> <td>\$50</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Copy Fee:</td> <td>\$0.50 x _____ pages = \$ _____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Standard Warehouse Retrieval</td> <td>\$6</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Audio Recording</td> <td>\$25 x _____ cases = \$ _____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other: _____</td> <td>\$ _____</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL \$ _____</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">PAID \$ _____</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">BALANCE DUE \$ _____</td> <td></td> </tr> </table>	<input type="checkbox"/> Search	\$15		<input type="checkbox"/> Certification	\$25		<input type="checkbox"/> Certified Dissolution	\$15		<input type="checkbox"/> Exemplification	\$50		<input type="checkbox"/> Copy Fee:	\$0.50 x _____ pages = \$ _____		<input type="checkbox"/> Standard Warehouse Retrieval	\$6		<input type="checkbox"/> Audio Recording	\$25 x _____ cases = \$ _____		<input type="checkbox"/> Other: _____	\$ _____		TOTAL \$ _____			PAID \$ _____			BALANCE DUE \$ _____			<p>Ordered on: _____</p> <p>Received on: _____</p> <p>Box Quantity: _____</p> <p>Volume Quantity: _____</p> <p>Box #: _____</p> <p>Index Range: _____</p> <p>Notes: _____</p> <p>_____</p>
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<p style="text-align: center;">FILES ARE ONLY HELD FOR FIVE BUSINESS DAYS FROM THIS DATE</p> <p>Available on: _____</p> <p>Picked up by: _____ Date: _____</p>	<p>Mailed On: _____</p> <p>Mail By: _____</p>																																	

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CIVIL RECORDS REQUEST FORM

REQUEST SUBMITTAL (may be done in person or via mail)

San Francisco Superior Court
400 McAllister Street, Room 103 (end of hallway)
ATTN: Records Clerk
San Francisco, CA 94102
Phone: 415-551-3802

In Person payment: Cash, Check, Credit Card
Mailed payment accepted: Check ONLY*
*Mailed request must also include self-addressed stamped envelope

CHECK INSTRUCTIONS

- Make payable to "San Francisco Superior Court"
- Include "NOT TO EXCEED \$50" in memo line
- Check must include Requestor's Name and Address
- If request exceeds \$50, staff will contact requestor for additional payment.
- Requests over \$10, paid by check are held for 7 business days before record is released.

A sample check from John Smith, 123 Main St., San Francisco, CA 94102, dated 01/01/2000. The check is payable to the San Francisco Superior Court for \$1025. The memo line contains the handwritten text "Not to exceed \$50". The check number is 1025. The signature of John Smith is visible at the bottom right.

OTHER IMPORTANT INFORMATION

- Requests will NOT be processed without pre-payment.
 - If balance is due at pick up, payment must be made prior to release of records.
 - Incomplete requests will NOT be processed.
 - Failure to reach you at the number provided may result in additional processing delays and or fees.
 - If you do not come within 5 business days of files being ready, files will be returned without notifying you. Any subsequent requests, will be treated as a new request, and are subject to additional fees.
 - Requests for Marriage, Birth and or Death Certificates are NOT available at the Court. Contact the County Clerk (415)554-4950
 - Divorce petitions are only available in the county of residence at the time of filing.
 - If you need a Court Reporter Transcript, please call (415)551-3778 or email transcriptrequests@sftc.org.
- You must include the date of the proceedings, the Department and the Court Reporter's name in your request.

GOVERNMENT AGENCIES ONLY

- Must provide agency badge as proof of official acting in official capacity.
- Government agencies from another state or third parties acting on behalf of government agencies must pay.
- Any request more than five pages requires additional processing time. Staff will contact when ready for pickup.