



# Maricopa County Justice Courts

## ACCESS TO COURT RECORDS (3 forms available)

### 1. Court Records Request (Non-Commercial Purpose) – NO FEES

Most requests to inspect a court file or to copy documents are for a non-commercial purpose. Obviously, redacting confidential information is imperative before granting access to court documents. If you are unsure, ask court managers what information is considered “confidential.”

- **Parties to the case and the public are** always non-commercial requesters.
- **Process servers and their runners** are non-commercial requesters. Please remember they are primarily asking for copies of court documents to provide to the attorneys who represent the parties. Exception - If documents have already been provided, and you have evidence of this, the reasonable copy fee may be applicable.
- **Members of the media** are non-commercial users. In most cases, these requests should be directed to the MCJC Public Information Officer, who can best arrange media access to public court information. TV entertainment shows, such as Judge Judy, are commercial users (see #2 below).

### 2. Court Records Request (Commercial Purpose) - FEES

All requests for justice court records for commercial purposes involve a cost to the requestor. The form allows for up to ten documents or files per request, with the applicable fees listed on the form. Same as non-commercial requests, all confidential information **must** be redacted prior to providing the information or file.

*The commercial purpose form and court rule require the requestor to identify the purpose for which the court records are requested.*

### 3. Public Information CD-ROM - FEE

A \$26.00 service fee for each monthly disc requested must accompany the form. If the form is received at a court counter, staff can provide the requestor with a receipt they can take to Court Technology Services, 2<sup>nd</sup> floor of the Downtown Justice Court Center, where CTS will provide a copy of the disc(s). Otherwise, accept the form at the court counter, and please send an e-mail to [CTSTechnicalSupport@mail.maricopa.gov](mailto:CTSTechnicalSupport@mail.maricopa.gov) with the requestor’s address. CTS will then mail the disc. Allow at least one week for CTS to process the request. All other requests for public information in the form of bulk data please contact Justice Court Administration at 602-506-8530.

# Maricopa County Justice Courts, Arizona

## ACCESS TO COURT RECORDS REQUEST (COMMERCIAL PURPOSE)

Per Supreme Court Rules, Rule 123, Access to the Judicial Records of the State of Arizona, "Commercial Purpose" means the use of a public record for the purpose of sale or resale . . . or the sale of such names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain."

\_\_\_\_\_  General Public  Business  
Your Name

\_\_\_\_\_ Address \_\_\_\_\_ Business/Firm Name \_\_\_\_\_ Phone

To the custodian of records: \_\_\_\_\_  
Name of Justice Court

In order to best serve all of our court customers, up to ten (10) case files per customer are allowed at one time.

I am making a request to the following record(s):		<input type="checkbox"/> Inspect or <input type="checkbox"/> Reproduce/Copy	Applicable Fees: 1 to 10 files requested or automated search . . . . \$26.00 Copy fees for printout . . . . . \$0.50 per page Certification . . . . . \$26.00 per document	
Case Number (if known)	Litigant Name(s)	Records Requested	# of copies	Certify?

As required by Court Rule, I certify that the commercial purpose and specific use intended for the records requested is:

\_\_\_\_\_

**NOTICE:** I understand and agree that the Maricopa County Justice Courts do not guarantee the accuracy of the information requested, and I will not hold the Maricopa County Justice Court liable for any inaccurate or incomplete information I receive. I accept full responsibility for the use or transmission of the data received in actual or altered form.

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT REMOVE ANY DOCUMENTS FROM A CASE FILE**

# Maricopa County Justice Courts, Arizona

## ACCESS TO COURT RECORDS REQUEST (NON-COMMERCIAL PURPOSE)

*Per Supreme Court Rules, Rule 123, Access to the Judicial Records of the State of Arizona, "the records in all courts and administrative offices of the Judicial Department of the State of Arizona are presumed to be open to any member of the public for inspection or to obtain copies at all times during regular office hours at the office having custody of the records. However, in view of the possible countervailing interests of confidentiality, privacy or the best interests of the state, public access to some court records may be restricted or expanded in accordance with the provision of this rule."*

\_\_\_\_\_  
Your Name  Public  Media  Agency

\_\_\_\_\_  
Address  Media Outlet/Agency/Firm  Phone

To the custodian of records: \_\_\_\_\_  
Name of Justice Court

*In order to best serve all of our court customers, up to ten (10) case files per customer are allowed at any one time.*

I am making a request to the following record(s):		<input type="checkbox"/> Inspect or <input type="checkbox"/> Reproduce	Reasonable fees may apply: Copy fees or document printout . . . \$0.50 per page Certification . . . . . \$26.00 per document	
Case Number (if known)	Litigant Name(s)	Document Request	# of copies	Certify?

*NOTICE: I attest that public records requested are for a non-commercial purpose and understand that penalties will apply for any misuse of such records. I understand and agree that the Maricopa County Justice Courts do not guarantee the accuracy of the information requested and I will not hold the Maricopa County Justice Court liable for any inaccurate or incomplete information I receive.*

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT REMOVE ANY DOCUMENTS FROM A CASE FILE**

**Maricopa County Justice Courts**  
**ADMINISTRATIVE OFFICES**  
 222 N. Central Ave., Suite 210  
 Phoenix, AZ 85004

**ACCESS TO COURT RECORDS –  
 PUBLIC INFORMATION CD-ROM REQUEST**

*For public information requests involving bulk data of justice court cases, the Maricopa County Justice Courts make available a monthly CD-ROM containing details of all new justice court case filings and case terminations, as well as current detailed information on all pending justice court cases in which activity occurred in that month involving court hearings and events.*

Please complete this form to request a Justice Court CD-ROM and select a Maricopa County Justice Court location to mail this form to, or mail to the Administrative Office address above.

FROM:                      Name \_\_\_\_\_  
                                   Address \_\_\_\_\_  
                                   City/State/Zip \_\_\_\_\_  
                                   Phone \_\_\_\_\_

*The service fee for each monthly CD-ROM is \$26.00 Please make check payable to the Maricopa County Justice Courts. Full payment must be received prior to mailing a requested CD-ROM.*

Quantity	Specify Month and Year of Request (historical data may be limited)	Amount
TOTAL DUE		

As required by Court Rule, I certify that the commercial purpose and specific use intended for the records requested is:

\_\_\_\_\_

*NOTICE: I understand and agree that the Maricopa County Justice Courts do not guarantee the accuracy of the information requested and I will not hold the Maricopa County Justice Courts liable for any inaccurate or incomplete information I receive. I accept full responsibility for the use or transmission of the data received in actual or altered form.*

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_