

INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

49002 Golsh Road Valley Center, California 92082

Phone: (760) 751-4142

Fax: (760) 751-3078

Web: www.intertribalcourt.org

DOCUMENT REQUEST

Case Information

Case name: _____

Case number: _____

Documents Requested

- ☐ Copy of register of actions
- ☐ Copy of order (specify date and title): _____
- ☐ Copy of other document(s) (specify date and title): _____
- _____
- ☐ Audio recording of hearing (specify date): _____
- ☐ Audio recording of other proceeding (specify date): _____
- ☐ Certified copy of order (specify date and title): _____
- _____
- ☐ Certified copy of other document(s) (specify date and title): _____
- _____

Delivery Method Requested

☐ Mail ☐ Email ☐ Pickup

Fees

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

Payment Methods

Payments associated with this request should not be made until a confirmation number is received from the Intertribal Court of Southern California.

Once a confirmation number is received, payments may be made by cash, credit or debit card, business check, money order, or cashier's check. Personal checks are not accepted. A transaction fee is added to payments made by credit or debit card. Business checks, 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: _____

Date of birth: _____

Photo Identification

A current driver's license or other form of photo identification must be submitted with this request.

Signature

Signature: _____

Date: _____

Once submitted, this request will be processed within 10 business days. Fees must be paid in full before documents will be released and requests with unpaid fees will be cancelled after 10 business days. Information included in this request may be used to update Intertribal Court of Southern California records.

_____ **FOR COURT USE ONLY** _____

☐ Approved (confirmation number): _____ Amount due: _____

☐ Not approved (rationale): _____

Case name: _____ Case number: _____

Document(s) released: _____

Number of pages: _____ Number of proceedings: _____

Amount paid: _____ Receipt number: _____

Method of payment: ☐ cash ☐ credit or debit card ☐ business check ☐ money order or cashier's check

Court clerk: _____ Date: _____