

Archived Records Request Form

Document requests must be submitted in writing; requests cannot be submitted via telephone. You may also obtain documents by visiting the Records Division from 8:00 am to noon on Mondays, Wednesdays and Fridays, except court holidays. The office address (and mailing address) is:

Superior Court of California
County of Sonoma
600 Administration Drive, Room 110-J
Santa Rosa, CA 95403

You may fill out and print this request form and send it to our office. Include a self-addressed stamped envelope along with a check made payable to Superior Court of California, County of Sonoma. Since each case is different and it is not known in advance how many pages are involved with each document, you will need to submit a blank check and note above the signature line or in the memo portion of check "Not to exceed \$____", and list an amount taking into account the fees you will incur. We will send a receipt back with the documents advising the total charge accrued. Additional charges may apply for searching archived records if the case number is not supplied.

Your Name: _____ Daytime Phone Number: _____
Address: _____ City/State/Zip: _____

Name of person(s) involved in case: _____
Name of document requested: _____
Date document was filed (if known): _____ Case number (if known): _____
Type of case (Family Law/Divorce - Probate Civil): _____
Does this document need to be certified: _____

Fees for Document Copies, Research, and Retrieval:

Copies of documents are \$0.50 per page
Certification of a filed document is \$40.00
Certification of a dissolution judgment is \$15.00
Research charge is \$15.00 for each search longer than 10 minutes
Files ordered from storage incur a retrieval fee of \$5.00 per file