

THIRTEENTH JUDICIAL DISTRICT COURT

P.O. BOX 1089, Los Lunas, NM 87031 Phone: 505-865-2400 Fax: 505-865-8801

COPY REQUEST FORM

COPY REQUEST CAN TAKE UP TO TEN (10) BUSINESS DAYS.

REQUEST DATE: _____

REQUESTING PARTY

Name: _____ Phone #: _____

Address: _____ City, State, Zip: _____

CASE INFORMATION

Select Case Type:

- | | |
|--|---|
| <input type="checkbox"/> Civil | <input type="checkbox"/> Family (Divorce, etc.) |
| <input type="checkbox"/> Criminal | <input type="checkbox"/> Probate |
| <input type="checkbox"/> Juvenile | <input type="checkbox"/> Domestic Violence |
| <input type="checkbox"/> Other | |
| <input type="checkbox"/> Sequestered case (Guardianship, Adoption, etc.)
<i>(ID will need to be verified)</i> | |

Verified ID: Yes or No

Case Number(s):

Case Date Range:

From: _____ To: _____

Party Name(s): (as listed when case was filed)

Plaintiff/Petitioner: _____ DOB (Criminal Cases): _____

Defendant/Respondent: _____

Other Names/Information: _____

DOCUMENT(S) & TYPE OF COPY

Document Name:	Copy Only y/n	Certified y/n	# of Copies

ENTIRE FILE Yes or No (advance payment will be required)

AUDIO CD:

Assigned Judge/Hearing Officer: _____

Date(s) of Hearing(s): _____

Transcripts

Court Reporter: _____

FEES

- Copies \$0.35 per page
- Microfilm \$0.50 per page
- Certification \$1.50 (per certification)
- Searches \$2.50 (per name)

- Audio CD \$4.00 (per CD)
- Postage (current rates)
- Transcript cost: (per court reporter)

WE ONLY ACCEPT CASH or MONEY ORDER PAYMENTS FOR THE EXACT AMOUNT

OFFICE USE ONLY

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PAID Yes or No

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