



**L A S S E N**

**S U P E R I O R**

**C O U R T**

**TONY MALLERY**  
PRESIDING SUPERIOR COURT JUDGE

**MARK NAREAU**  
ASSIST PRESIDING SUPERIOR COURT JUDGE

**CHRISTOPHER VOSE**  
COURT EXECUTIVE OFFICER

**Criminal/Traffic Record Search Request for Copies**

Date: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Requestor's Phone Number: \_\_\_\_\_

Case Number (If Known): \_\_\_\_\_

Party's Name: \_\_\_\_\_

Party's Date of Birth: \_\_\_\_\_

Year of Filing: \_\_\_\_\_

Documents/Information Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date needed by : \_\_\_\_\_ ( see below requirements for priority)

\*Priority (**such as an emergency, mandatory deadline, etc.**) otherwise within 10 Days for completion if the case is in our current index which is from October 1994-current. If the case is not in our current index and has to be hand searched the request will be completed within 15 days.

Fax the completed request to (530) 257-9061 or Email request to [records@lassencourt.ca.gov](mailto:records@lassencourt.ca.gov)

Please note all Juvenile or any Confidential Document/File requests must be made in person at Lassen Superior Court at the address listed below, you must be a party to the action or obtain a court order if you are not a party to the action in order to obtain copies/certification(s).

The Court will contact the requesting party when the case has been located, and notify the requestor of the fees to be paid; fees may be paid in person cash, check or credit card. Also, by phone with a credit card. If Government Agency please provide your letterhead with your request.

**To be completed by clerk:**

Record search fee: [ ] \$15.00 per search over 15 minutes X \_\_\_\_\_ = \_\_\_\_\_

Certified \$40.00 per document X \_\_\_\_\_ = \_\_\_\_\_

Copies: [ ] \$.50 X \_\_\_\_\_ pages = \_\_\_\_\_ **Total:** \_\_\_\_\_

Clerk: \_\_\_\_\_

2610 Riverside Drive, Susanville, CA 96130 ♦ (530) 251-8205

**Operations**  
-Filing Office  
-Courtroom Services  
(530) 257-9061 Fax

**Administration**  
-Fiscal  
-Human Resources  
(530) 251-4922 Fax

**Judicial Suite**  
(530) 251-8431 Fax

**Family Court Services**  
-Access to Justice Center  
-Teen Court  
(530) 257-8756 Fax  
(530) 251-8430 Teen Court Fax