

NORTHGLENN MUNICIPAL COURT, ADAMS COUNTY, STATE OF COLORADO Court Address: 50 W. Community Center Drive Northglenn, Colorado 80234 Phone Number: 303-450-8701 Fax Number: 303-450-8758	▲ COURT USE ONLY ▲
Plaintiff: People of the City of Northglenn by and on Behalf of the People of the State of Colorado vs. Defendant: _____	Case/Citation Number: _____
RECORDS REQUEST PURSUANT TO C.R.S. § 24-72-304, 24-72-305 AND 24-72-306	

Please complete the request for records as completely as possible. Incomplete information may be insufficient for retrieval of the requested record. The Clerk of Court can restrict access to court files or portions of court files by authority granted in the Colorado Revised Statutes/Rules, Supreme Court Rules, Municipal court administrative orders/directives, and any other applicable legal authorities.

ORDERING PARTY INFORMATION

Party requesting records (PRINT): _____ Date: _____

Address: _____ Phone: _____

Email: _____

INFORMATION REQUESTED:

- | | |
|---|--|
| <input type="checkbox"/> Summons and Complaint
<input type="checkbox"/> Disposition/Plea Agreement
<input type="checkbox"/> Sentencing Summary
<input type="checkbox"/> Register of Action
<input type="checkbox"/> Motions/Pleadings | <input type="checkbox"/> Minute Orders/Judge's Notes
<input type="checkbox"/> Court Orders
<input type="checkbox"/> Other: _____

_____ |
|---|--|

Under Colorado law, 18-8-114 C.R.S. (2010), It is a Class 1 Misdemeanor for any person to knowingly make a false entry or alter any public record or to destroy, mutilate, conceal, remove, or impair the availability of any public record. "Public Record" includes all official, books, papers, or records created, received, or used by any governmental office or agency. I understand that according to C.R.S 24-72-305.5, I am prohibited from using these records for the purpose of soliciting business or pecuniary gain.

I understand that records will be provided at the rate of \$0.25/page, \$0.75/color photo and \$8.00/USB drive. I understand that payment must be made prior to discovery being provided

Signature of Requestor: _____

COURT USE ONLY	
PROCESSING FEES AND INFORMATION	
<u>Research and Retrieval Fee:</u> \$30.00/hour After the first hour of time has been spent researching and recovering the requested information, the Court will charge \$30.00/hour.	\$ _____
<u>USB Drive:</u> \$8.00	\$ _____
<u>Copy Fee:</u> \$0.25 per each standard page. Number of Pages: _____ x \$0.25 (double-sided = 2 copies) \$0.75 per color photo. Number of Photos: _____ x \$0.75	\$ _____ \$ _____
<u>Certified Copy:</u> \$20.00	\$ _____
*TOTAL AMOUNT DUE: \$ _____	
<small>*Upon full payment of processing fees, the court clerk's office will process your request and notify you of the date, time and location where the items requested can be inspected and/or picked up. Should less time be required you shall receive a refund; however, if more time is required you will be required to pay an additional research and retrieval charge.</small>	

Approved Denied by: _____ Date: _____
Presiding Municipal Judge

No Such Record Exists Notes: _____

Provided by: _____ Date: _____