



**Cochise County Clerk of the Superior Court**

P.O. Box CK, Bisbee, AZ 85603  
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cochisecountyresearch@courts.az.gov  
520-432-8645

**AMY HUNLEY**  
Clerk of the Superior Court  
Jury Commissioner  
**LACEY MEDRANO**  
Assistant Jury Commissioner

**REQUEST FOR COURT RECORDS**

Pursuant to Rule 29, Rules of the Supreme Court, and the Supreme Court Records Retention and Disposition Schedule, certain records may not be available. High volume or extensive search requests may incur additional fees. Shipping and handling fees may apply. The Clerk of the Superior Court will contact you detailing the final amount owed and an estimate of when your order will be ready. By completing and submitting this document, you certify that you have read and understand the information and requirements as stated in this application. An incomplete form may delay the processing of your request.

**1. REQUIRED: Please select from the following:**

- I want the document(s) mailed to me at my mailing address. I understand that shipping and handling fees will apply.<sup>2</sup>
- I want the document(s) emailed to me at my email address. *NOTE: Certified documents cannot be emailed.*
- I wish to pick up the document(s) at the Courthouse. I understand that I will receive an email or telephone call informing me when the document(s) is ready.

**2. REQUIRED: Please select ONE:**

- I need the document CERTIFIED (\$30.00 additional fee per certification). *NOTE: Certified documents cannot be emailed.*
- I DO NOT need the document certified.

**3. Pursuant to A.R.S. Section 39-121, the requesting party certifies that said document(s):**

- Will NOT be used for a commercial purpose<sup>1</sup>
- WILL be used for a commercial purpose.<sup>1</sup> *See Page Two for additional information required for this selection.*

**4. Fill in the Requesting Party's information (please print legibly):** \*REQUIRED

Name (print):\* \_\_\_\_\_  I am the attorney.

Mailing Address:\* \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address:\* \_\_\_\_\_ Date: \_\_\_\_\_

**5. Describe the record requested with as much detail as possible. If case/license number is not included, an additional \$30.00 for each year searched is required for records search. Copies are \$.50 each. Certification of a document is an additional \$30.00 per document.**

**Court Case Information**

**\*REQUIRED ONLY IF REQUESTING A COURT DOCUMENT**

Case Number:	
<sup>3</sup> Date or Year of Record:	
* Title of Case/Parties' Name:	
* Record requested (ex: Dissolution, Sentencing):	

**Marriage License Information**

**\*REQUIRED ONLY IF REQUESTING A MARRIAGE RECORD**

Marriage License Number:	
<sup>3</sup> Date or Year of marriage:	
* Applicant and/or Groom's Name:	
* Applicant and/or Bride's Maiden or Filing Name:	

<sup>1</sup> Commercial Purpose: the use of a court record for the purpose of sale or resale or solicitation or any other purpose that may result in monetary gain.  
<sup>2</sup> Shipping and handling fees are \$7.00. High volume requests may cost more.  
<sup>3</sup> If you do not include the case/license number, a search fee of \$30.00 pursuant to A.R.S §12-284 for each year searched may be added.

**RECORDS USED FOR COMMERCIAL PURPOSE**

**Use this page ONLY if you are requesting records for a commercial purpose.**

A commercial purpose<sup>1</sup> is the use of all or part of a public or court record for the purpose of:

- sale, or resale;
- producing a document for sale;
- obtaining names and addresses from the record for the purpose of solicitation;
- selling names and addresses from the record to another for the purposes of solicitation or other monetary gain; or
- any other purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public or court record.

**Commercial purpose does not mean the use of the court record as evidence or as research for evidence in an action before a judicial or quasi-judicial body.**

**WARNING:** Arizona Revised Statutes §39-121.03(C) provides: A person who obtains public records for commercial purpose without indicating the commercial purpose or who obtains a public record for a non-commercial purpose and uses or knowingly allows the uses of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney’s fees or shall be liable to the state or political subdivision for the amount of three times the actual damages if it can be shown that the public record would have not been provided had the commercial purpose of actual use been stated at the time of obtaining the records. Furthermore, if a false statement is given, the requester may also be guilty of a felony. A.R.S.§39-161.

**Please describe the specific information which will be utilized from the record(s) requested:**

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**Please describe the specific purpose to which the record(s) requested will be used:**

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*I hereby depose and state as follows: I have read and understand the instructions for commercial request for court records and certify that the statements setting forth the commercial purpose for which the above requested court records will be used is true, correct, and complete.*

**Signature of Requesting Party:** \_\_\_\_\_

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

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