



Mary Ellen Dunlap
Clerk of the Superior Court

P.O. Drawer CK • Bisbee, Arizona 85603

Court Records Request Form

Please fill in the fields, print and mail this completed form to:

Clerk of the Superior Court
Attn: Research
PO Box CK
Bisbee, Arizona 85603

Requestor's Name: _____

Address 1: _____

Address 2: _____

City: _____ State Arizona Zip: _____

Email: _____

(if we have questions regarding your request)

Case Number: _____ Book & Page No. (For marriage records) Bk: _____ Pg: _____

Names of Parties:

Petitioner/Plaintiff: _____ Respondent/Defendant: _____

Bride's MAIDEN Name: _____ Bridegroom: _____

Filing date/year filled/date of marriage: _____ Type of document(s) requested: _____

Note: Sometimes property settlements or custody agreements are separate from Divorce Decrees. Please be specific in the documents you need and if you need more than 1 copy. If you are paying by cashier's check or money order you may estimate the number of pages. Divorce Decrees are usually 6 pages, property settlements and custody agreements 7 - 10 pages. We do not refund for overpayment. This method of estimating copy numbers speeds up processing time. Cost: (to be completed by requestor if paying by cashier's check or money order)

- Please mail documents to above listed address
- Please send documents to Sierra Vista office for Payment and Pickup
- Please hold documents in the Bisbee office for Payment

Research fee (\$26 per search if identifying case# or information not provided): _____

Copy charges .50 per page: _____ pages =: _____

Certification Seal \$27 (for legal or official purposes): _____

Exemplified (\$54 - 2 seals): _____

Authenticated (\$81 - 3 seals): _____

Postage and Handling Fee (\$7 - include a SASE to avoid this charge): _____

Total: _____

Print Form