

**MONMOUTH MUNICIPAL COURT**  
**151 W MAIN ST, MONMOUTH OR 97361**  
**Phone: 503-751-0136**  
**Fax: 503-837-0172**

**REQUEST FOR RECORDS OR COPIES**

Date of Request: \_\_\_\_\_

Name \_\_\_\_\_  
requestor

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Defendant's Name if different from above: \_\_\_\_\_

Please include the following information, if applicable to your request:

Case Number(s): \_\_\_\_\_

Date(s) / Time(s) of Incident: \_\_\_\_\_

Charge (s): \_\_\_\_\_

Please indicate how you would like to receive the records:

\_\_\_\_ FAX: \_\_\_\_\_      \_\_\_\_ MAIL      \_\_\_\_ PICK UP AT CITY HALL

Do you need copies to be certified? Yes or No

I am requesting the following information or copies:      **see reverse for options and fees**

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

Sufficient time must be given for the records department to process the request. We ask that you allow at least **10 working days** for normal processing.

Comments or Notes: \_\_\_\_\_

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

**Fees:**

Standard request \$ 5.00 Charging instrument, Diversion Agreement / Judgment and Dismissal / File Closure  
\$1 each additional page, per case number.

System Printout \$1.00 per case number, this request is only available from 2003 to current

Research Fee \$25.00 per hour or \$5 every 15 minutes plus copy charge, \$5.00 minimum.

Other Copies \$ 0.50 per page

Fax – send \$ 2.00

Fax – receive \$ 1.00

**Estimate of costs (to be filled out by Court staff):**

Copying estimate: \_\_\_\_\_

Estimated number of hours: \_\_\_\_\_

Total cost estimate: \_\_\_\_\_

Payment is due at the time of release of records. If you submit your request by mail, payment must be enclosed with request. We recommend you ascertain the fee prior to submitting your request in order to avoid any unnecessary delays in processing.

Payment methods: Cash Check Money Order  
Debit / Credit Card by phone or in person only  
(3% charge will be imposed for using your card for payment)

*Note: The cost estimate is an estimate. Upon researching your item, it may be determined that additional time is required to meet your request.*

If you have questions about your public information request, please contact the Court at 503-751-0136 or 151 W Main St, Monmouth OR 97361

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

Payment of \$ \_\_\_\_\_ was received on \_\_\_\_\_ Rec No. \_\_\_\_\_

Request Completed by \_\_\_\_\_ on \_\_\_\_\_

Mailed \_\_\_\_\_ or Picked up \_\_\_\_\_ Staff \_\_\_\_\_