

INSTRUCTIONS FOR RECORDS REQUEST

Court files from this CFR Court are not typically made available to the public. Access to some files is limited either by court order or by statute. Tribal, State and Federal laws require us to protect certain documents and information in court file(s).

If you are a party to the case, you may have access to these documents. Please bring in or include a copy of your valid government or tribal-issued photo ID with your request.

If you are not a party to the case, authorization must be granted before the records can be released to you. Permission to access the documents will be granted or denied by the court and the Ute Mountain Agency.

If your records request is authorized or you are a party to the case, the file(s) may not be immediately available to you. Some court records are stored at a remote location. Typically your request will take 7 business days to process. In the event, your records requests requires additional time to process (i.e. request for multiple records, copies of complete files, very old records, records affected by flooding, etc.), you will be notified within 7 business days. If your records request is denied, you will receive notice within 7 business days.

Fees for Records Requests must be paid using a money order payable to CFR Court

*Fees will be waived for Ute Mountain Tribal Department Requests ONLY

Certified Copy Fee: \$5.00 each certified document

Copy Fees: \$0.25 for each page over 10 pages

Postage: Standard US First Class Postage Rate

Records Requests Shall Include:

1. Completed Request Form or Letter with Necessary Information to Complete Request
2. Copy Fees: Money Order payable to CFR Court
3. Copy of Valid Photo ID

*All records request can be sent by regular mail with the request notarized. Please also include:

- A. Envelope, legal sized, self-addressed, stamped with appropriate return postage
- B. Mail to: CFR Court
PO Box KK
Towaoc, CO 81334

RECORDS REQUEST FORM

Party Information (Name(s) on case)
Name (required)

Record Information
Case Type (required)

Alias (AKA, FKA OR NKA)

Date of Birth

Case Number

Your Information
Name

I am a party to the case

Email

Additional information that may aid your search
(ie arrest date, lawsuit, amount etc)

Phone Number

I am not a party to the case and I am requesting documentation for the following reasons:

OR
 I have a release of information signed by _____ who is a party to the case. (The release of information must be attached to this form).

Type of Document(s) Requested (You must file separate requests for each case)

- Adoption Decree Charges/Complaint Divorce Decree Disposition/Sentence Order
- Name Change Decree/Order for Name Change Order for Judgement Parenting Plan
- Protection Order Register of Actions Satisfaction of Judgment Support Order
- Court Order dated _____
- Other _____

I require certified copies (if requesting more than one to be certified document, list all docs to be certified)

Method of Delivery: (RECORD REQUESTS WILL NOT BE RELEASED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED)

- I will pick up the records request at the CFR Court.
- I have included a self-addressed postage paid envelope, please return to me via US Mail. I have included payment with my request or I will forward payment upon further instruction from the clerk of court.

Name: _____

Signature

Address: _____

Phone _____

Subscribed and affirmed, or sworn to before me
by _____
in the County of _____,
State of _____, this _____
day of _____, 20 _____.
My Commission Expires: _____

Witnessed: _____
Court Clerk or Notary Public

This request has been submitted by a Ute Mountain Tribal Department

FOR USE BY CFR COURT AND UTE MOUNTAIN AGENCY ONLY

Approved Denied

Signature: _____

Title: _____

Date: _____

SEARCH COMPLETED THIS _____ DAY OF _____, 20_____.

(SEAL)

Deputy Clerk

NO RECORD FOUND **ENCLOSED**

EXPLANATION FOR DELAY OR UNAVAILIBTY OF RECORD _____
