



REQUEST FOR CANYON COUNTY COURT RECORDS

Canyon County Court Clerk's Office

Please make your request specific and concise as this will expedite the processing of your request. Court records are governed by Idaho Court Administrative Rule 32.

Received Date: _____

Received Time: _____

Clerk: _____

Name: _____

Mailing Address: _____

Email or Telephone: _____

Request for: ☐ Documents ☐ Certified Documents
☐ Audio Disk ☐ Audio Digital Link (emailed)

Preferred Delivery Method: ☐ Email ☐ Mail (additional postage fees apply) ☐ Pick-Up In Person (Room 201)

Case Number (one per form): _____

Case Name: _____

Documents Requested (with filing dates) / Hearing Dates for Audio or Transcripts:

Signature of Requesting Party: _____

Response:

- ☐ **Request Granted:** The requested record is attached.
- ☐ **Response Delayed:** Additional time is necessary to locate or retrieve the requested record. You should receive a response no later than ten (10) working days following the date of your request.
- ☐ **Referred to Custodian Judge for Determination:** Please see page 2.
- ☐ **Advance Payment Required:** Advance payment for your court records request is required. Please see page 2 for a itemization of fees.
- ☐ **Estimated Transcript Costs:** A Notice of Estimated Costs for Transcripts is attached.
- ☐ **Unable to Respond for One or More of the Following Reasons:**
- ☐ The request is ambiguous. Please provide additional information to clarify your request.
 - ☐ The requested records are not known to exist.
 - ☐ This office or department is not the custodian of the requested record.
- ☐ **Notice of Denial:** The requested record is exempt from disclosure pursuant to _____.

If your request has been denied, an attorney for Canyon County has reviewed the request, or Canyon County has had the opportunity to consult with an attorney regarding the request for copying of a record and has chosen not to do so.

If you wish to appeal the denial of your request for public records you may do so pursuant to the provisions of Idaho Code 74-115, which requires that a Petition be filed in the District Court within 180 days from the date of the mailing of the notice of denial.

Signature of Responding Deputy Clerk

Date



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Custodian Judge Action (If Applicable):

☐ Request Granted for: ☐ Copies ☐ View Only ☐ Audio

☐ Request Denied

Judge's Notes: ☐ Emailing of copies/audio is not allowed

Judge

Date

Fees (Assessed pursuant to Idaho Code 31-3201 and 31-3221):

Pages (\$1.00/page) _____ \$ _____

Certifications (\$1.00/seal) _____ \$ _____

Audio (\$10.00/Disk or Digital Link) _____ \$ _____

Postage _____ \$ _____

Total: \$ _____

Credit Card Fee (3.5% of total) _____ \$ _____

Total Fees: \$ _____

To learn more about payment options or to make a payment, please contact the Court Clerk's Office at 208-454-7495 or by email at cdclerk@canyoncounty.id.gov. Please have your name and case number available to assist our team in locating your request.

If payment is not received with 10 business days we will close out your request for non-payment and you will need to resubmit a new request should you determine the court records are still desired.

☐ Payment Processed on _____ Receipt # _____

☐ Request closed for non-payment _____

Signature of Deputy Clerk

Date