**MISSOULA JUSTICE COURT RECORD SEARCH FORM**

**Requestor Information**

|  |  |
| --- | --- |
| Name: |  |
| Phone: |  |
| Fax: |  |
| Email: |  |
| Mailing Address: |  |

**Party to search**

|  |  |
| --- | --- |
| Name: |  |
| Alias(s): |  |
| Date of Birth: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you want: | Criminal/Ticket | Civil | Both |
| Do you want documents out of the file(s)? | Charging/Sentencing | Whole File | Summary Only |

**How do you want your records? If you want more than the summary, we’ll let you know the cost when it’s ready.**

|  |  |
| --- | --- |
| Base Search Fee- $10 |  |
| Electronic Copies (e-mail or fax)- $0.25 per page. **Please specify: E-mail / Fax** |  |
| Hard Copies- $1 per page first 10 pages, $0.50 per page thereafter |  |
| Certified Copy Fee (paper) $2 |  |

**If choosing to receive hard copies of the records, would you prefer to:**

**pick the record up in person OR**  **have it mailed to you?**

Please make check or money order payable to Justice Court & mail to:  
  
**Justice Court, Attn: Records  
200 West Broadway Street  
Missoula MT 59802**

You may also pay in person. We don't take online payments for record searches. **The records will be delivered to you immediately upon receipt of payment.**

|  |  |
| --- | --- |
| Date Request Received: |  |
| Date Ready: |  |
| # Pages |  |
| $ Owed | $ by Mail in Person |
| Date Paid: |  |
| Date Picked Up or Sent: |  |

**OFFICE USE ONLY**