

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 <input type="checkbox"/>	Civil <input type="checkbox"/>	Both <input type="checkbox"/>
Do you want documents out of the file(s)?	Charging/Sentencing <input type="checkbox"/>	Whole File <input type="checkbox"/>	Summary Only <input type="checkbox"/>

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	<input checked="" type="checkbox"/>
Electronic Copies (e-mail or fax)- \$0.25 per page. Please specify: E-mail / Fax	<input type="checkbox"/>
Hard Copies- \$1 per page first 10 pages, \$0.50 per page thereafter	<input type="checkbox"/>
Certified Copy Fee (paper) \$2	<input type="checkbox"/>

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.**

OFFICE USE ONLY

Date Request Received:	
Date Ready:	
# Pages	
\$ Owed	\$ <input type="checkbox"/> by Mail <input type="checkbox"/> in Person
Date Paid:	
Date Picked Up or Sent:	