



## Public Records Request

Use this form to request records from the Arizona Supreme Court or the Arizona Administrative Office of the Courts. For all other requests, refer to the media inquiries page at <http://www.azcourts.gov/newsandinfo/Media-Inquiries> to contact individual courts directly.

Please narrow your description and be as specific as possible, including a date range for the requested records. For example, "January 1 through 30" or "the last two months." This will reduce the time it takes to respond to this request.

Date Range for Requested Record(s) Listed Below:

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Requested Record(s):

**If the request is for a commercial purpose**, write the commercial purpose and specific use intended for the records.

*"Commercial purpose" is defined as the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from direct or indirect use of such public record. See ([Arizona Supreme Court Rule 123](#)). Each request is also subject to the confidentiality requirements of Rule 123 and other provisions of law.*

**Commercial** (A commercial fee of \$0.50 per page will apply if producing on paper, plus the cost of obtaining the original or copies of the records and all redaction costs; and the time, equipment, and staff used in producing such records. Court staff will provide an estimated cost, if any, and may require a deposit before making copies.)

**Non-Commercial** (A non-commercial fee of \$0.50 per page will apply if producing on paper. Court staff will provide an estimated cost, if any, and may require a deposit before making copies.)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

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

Company/Organization: \_\_\_\_\_

Today's Date: \_\_\_\_\_

By submitting this request, you certify that the requested records shall be used only for the purpose indicated above and that the information provided is a true and accurate statement.

The Division providing this form will give instructions for how to return the form, whether in person or by email.