



Fountain Hills Municipal Court

16705 E. Avenue of the Fountains, Fountain Hills, AZ 85268 • (480) 816-5103

fountainhillscourt@courts.az.gov • www.fountainhillssaz.gov/Court

Records Request

Pursuant to Rule 123, Rules of the Supreme Court, all court records are open to the public unless they are marked “Closed” or “Confidential,” which means that members of the public may not inspect, obtain copies of, or otherwise have access to such records unless authorized by law. Municipal Courts shall retain records according to the retention schedule set forth in the Arizona Code of Judicial Administration §4-302; records that have been purged within the guidelines of the retention schedule may not be available.

Fees Pursuant to A.R.S. §22-404:

- Minimum Clerk Fee – \$17.00 apply to all requests
- Copy Fees – .50 ¢ per page, if applicable
- Certification Fee – \$17.00 per each certification, in addition to minimum clerk and copy fees
- Audio Fee – \$17.00 per audio CD. Not all court proceedings have audio recording available.

Payments:

Payments may be made in the form of money order, check, major credit card, or cash. Cash payments are only accepted in person. A charge of \$30.00 will be assessed on all return payments. Payment must be received prior to releasing your records. **Do not submit pre-payment for record requests.**

Government Agencies:

Government agencies are exempt from mandated fees; however, requests must be submitted on official letterhead for fees to be waived.

The Court processes records requests in the order they are received, and processing time is **5-7 business days**. A clerk will contact you when your records are available.

Public Records Request– Commercial Purposes: Requires a person submitting a public records request to affirm that the public records request is not for a commercial purpose, or if the request is for a commercial purpose, they must provide a statement that explains the intended use.

Instructions for Filing a Records Request Form

- 1) Complete all necessary information on the form.
- 2) Save the form and file it with the Court.

If filing by email:

Attach the completed form and send to fountainhillscourt@courts.az.gov.

Only Word and PDF documents will be accepted. Photos (.jpeg or other photo files) will not be accepted.

If filing by mail:

Mail the completed form to Fountain Hills Municipal Court, 16705 E. Avenue of the Fountains, Fountain Hills, Arizona 85268.

If filing in person:

Bring the completed form to the Court, wait for a Clerk to assist you or you may place your filing in the drop box.

It is the filer's responsibility to ensure the Court is in receipt of your filing. All responses will be sent via USPS mail to the last address on file.



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<input type="checkbox"/> VIEW ONLY \$17.00 Minimum Clerk Fee View at the Courthouse Between: 8:00 – 11:30 a.m. & 1:30–4:30	<input type="checkbox"/> COPIES ONLY \$17.00 Minimum Clerk Fee plus .50¢ per page, if applicable.	<input type="checkbox"/> AUDIO CD'S \$17.00 per Audio CD.	<input type="checkbox"/> CERTIFICATION \$17.00 per Certification, in addition to Clerk and Copy Fees. Note: Certification request must be picked-up or mailed.
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Delivery Preference: (If no delivery method is marked, the court will assume it is for pick-up)

- Emailed Email: _____ Faxed Fax: (_____) _____ - _____
 Mailed Pick-Up

Plaintiff/Defendant Information:

_____ / _____ / _____ XXX-XX-_____
 First Name Middle Last Name DOB: (MM/DD/YYYY) Last 4 digits of SS#

Case(s) Information:

Case # _____	Complaint # _____	Date of Incident _____	Type of Charge _____
Case # _____	Complaint # _____	Date of Incident _____	Type of Charge _____

Requested Document(s):

- | | | |
|---|--|---|
| <input type="checkbox"/> Complaint | <input type="checkbox"/> Notice of Appearance/Appointment of Counsel | <input type="checkbox"/> Receipt Summary |
| <input type="checkbox"/> Sentencing Documents | <input type="checkbox"/> Waiver of Counsel | <input type="checkbox"/> No Record Found Letter (NIS) |
| <input type="checkbox"/> MVD Abstract | <input type="checkbox"/> Sentence and Judgment form | <input type="checkbox"/> Other: _____ |

Requestor Information:

Name _____
 Address _____
 City, State _____ Zip _____ Daytime Phone (_____) _____ - _____

Best contact number: _____ (Calls are made during normal business hours)

- I certify that the specific use of these documents is for personal non-commercial use. "Commercial use" means the use of a public record for sale or resale, or for solicitation.

By signing or by electronic submission, I acknowledge that payment must be paid in full prior to the court releasing records.

_____ Requestor Signature _____ Date

COURT USE ONLY:

Service	Amount Charged	Service	Amount Charged
Clerk fee \$17		Audio CD's \$17 per disc	
Copy fee \$0.50 per pg.	(_____ pgs. total)	Certification fee \$17 per case	
TOTAL AMOUNT DUE:			

_____ CC Initials _____ Date Received _____ CC Initials completed _____ Date Completed