

THIS PAGE SHOULD GO TO 6DCA

**SIXTH APPELLATE DISTRICT**

333 West Santa Clara Street, Suite 1060, San Jose, CA 95113

(408) 277-1004

[6DC-Records@jud.ca.gov](mailto:6DC-Records@jud.ca.gov)

Case Number: \_\_\_\_\_ Case Title: \_\_\_\_\_

Requester's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you a party? \_\_\_\_\_ Are you a government entity? \_\_\_\_\_ Is this a media request? \_\_\_\_\_

Are you the attorney of record? \_\_\_\_\_ If yes, State Bar #: \_\_\_\_\_

Email address to send the electronic record: \_\_\_\_\_

**(If your record is sent via AXWAY, you MUST download the record within 7 days from the email date. The link will expire!)**

Address to send the USB flash drive (if applicable): \_\_\_\_\_

**Requested Documents** (Please list all the documents you are requesting).

	Name of Document	Date Filed per our Docket
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

**\*\*\*\*\*ADMIN USE ONLY\*\*\*\*\***

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Payment Info: \_\_\_\_\_

**IMPORTANT:**

1. The Sixth Appellate District accepts the payment options below. We do not currently accept credit cards.
  - Cash is accepted in person only. Please have the exact change.
  - Money Order
  - Check
    - Make your check payable to “***Clerk, Court of Appeal***” and include the case number in the memo line of your check.
    - Send your check to ***SIXTH APPELLATE DISTRICT, 333 West Santa Clara Street, Suite 1060, San Jose, CA 95113.***
2. The fee for ordering from the State Retention Center is \$40 per box.
3. If the requested records are being ordered from the State Retention Center in Sacramento, please allow the Court two weeks to receive the records.
4. If your requested record is in paper format or is being ordered from the State Retention Center, you will receive an email when the record is available to view in our office. You must come to the court to view or scan the documents. The court does not scan records nor provide a scanner.
5. If you have multiple cases to request documents, you must complete one form and submit one check per case.
6. Due to the influx of record requests, our standard processing is now 3 to 4 weeks from receiving your completed request form. You may contact our office regarding our current processing time.
7. You can email the completed form to [6DC-Records@jud.ca.gov](mailto:6DC-Records@jud.ca.gov).
8. The court will email the requested record. Unless the deputy clerks specify, you will not receive a USB flash drive.
9. If your requested record is extensive and sent via AXWAY, you MUST download it within 7 days of receiving the email. Otherwise, the link will expire!
10. Contact **your IT department** if you have issues downloading the AXWAY documents.

**THIS PAGE SHOULD GO TO THE REQUESTER**

The Court fees are below. You may also visit our website at <https://www.courts.ca.gov/7791.htm> to view other court fees.

	<b>Fees</b>
View video of oral argument on-demand ( <a href="https://www.courts.ca.gov/11670.htm">https://www.courts.ca.gov/11670.htm</a> )	Free
Copy of Audio Recording of Oral Argument	\$20
Retrieval of Records from the State Retention Center (per box)	\$40
Certified copy (per certificate)	\$1
Opinion (if not a party, per opinion)	\$5
<b>Copies: Per transcript</b> - An electronic copy of an existing electronic transcript may be sent via email (if it totals 25 megabytes or less) or duplicated on a court-provided USB device (flash drive). Mailing of the flash drive is included if requested. The fee is per transcript, regardless of page length or number of volumes.	\$20
<b>Copies: Per case</b> - Copies of existing electronic documents may be sent via email (if they total 25 megabytes or less) or duplicated on a court-provided USB device (flash drive). Mailing of the flash drive is included if requested.	\$10
<b>Copies: Per page</b> - copied by court staff (10-page maximum)	\$0.50