

Court of Appeal, Second Appellate District
Second Floor, North Tower
300 South Spring Street
Los Angeles, CA 90013

Date

RE: Record Request

Case Name: _____

Court of Appeal Case Number: _____

I am requesting the retrieval of the record in the above-mentioned appeal.

I understand:

- There is a fee of \$40.00 per case - for retrievals involving multiple boxes, \$25.00 for each additional box.
- That once the above-mentioned case is available, I will be contacted by the Court.
- That I have the option to personally review/copy/scan the requested record at the Court of Appeal or I may send a copy service to review/copy/scan the requested record at the Court of Appeal.
- That the above-mentioned record will be held in the Clerk's Office for seven (7) days and then it will be returned to offsite storage.

This form is being submitted by mail. Enclosed is a check or money order [made payable to Clerk, Court of Appeal] for \$_____ as required payment for the record retrieval.

This form is being submitted by email at 2d1.records@jud.ca.gov. I agree to pay the required fee of \$_____ upon arrival and understand that the file will not be available for viewing until payment has been made.

Thank you for your assistance. Please do not hesitate to contact the undersigned if you have any questions.

Best regards,

Signature

(Print Name)

Telephone Number

E-Mail Address

- Call to verify the availability of the record and for total boxes retrieved from storage.
- The Court does not have copy machines available to the public.
- Records may be viewed in the Clerk's Office lobby during regular office hours (M-F, 9:00am to 4:30pm).
- Record retrieval takes approximately 10-15 business days.
- Documents may not be unbound under any circumstance.