

**West Valley Justice Court**  
**3590 South Constitution Blvd**  
**West Valley City, Utah 84119**  
(801) 963-3590

**RECORDS REQUEST**

Requestor's Name \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Daytime Phone # \_\_\_\_\_ Date/Time of Request \_\_\_\_\_  
Email \_\_\_\_\_ Fax # \_\_\_\_\_

In accordance with the West Valley City Government Records Access Management Act 63-2-101 et Seq., Utah Code, and the Code of Judicial Administration, I would like to (circle one):

**View** or **Receive a Copy** of the following records described as:

- Court Case # \_\_\_\_\_
- Defendant's Name and Date of Birth \_\_\_\_\_

**Type of Copy Requested:**

Docket \_\_\_\_\_ Other Court Records \_\_\_\_\_ CD of Audio Files \_\_\_\_\_

I believe these records are on file with the court and I am entitled to make this request because:

(Please initial all that apply)

- I am the subject of the record \_\_\_\_\_
- I am the person who provided the record or information contained in the record \_\_\_\_\_
- I am the victim in the case \_\_\_\_\_
- I am authorized to have access by the subject of the record or by proper documentation which is attached to this request \_\_\_\_\_
- I am requesting records which I believe to be public \_\_\_\_\_

I understand the court charges a fee for providing copies of court records. Those charges are as follows:

- No charge for dockets up to 7 pages.
- Dockets 8 pages or more **\$2.00 (for each case)**
- Certified copy fee **\$4.00** per court case plus .50 cents per page over 10 pages.
- Fax requests **\$4.00** for documents under 10 pages, add .25 cents per page after 10 pages
- Audio Recordings- **\$10.00** per case up to 3 CDs
- Total charges \_\_\_\_\_

Requestor's signature \_\_\_\_\_ Date \_\_\_\_\_

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Request reviewed/completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Request mailed \_\_\_\_\_

Faxed \_\_\_\_\_ Emailed \_\_\_\_\_ Delivered in person \_\_\_\_\_ ID verified by clerk \_\_\_\_\_

Clerk begin time \_\_\_\_\_ Clerk end time \_\_\_\_\_